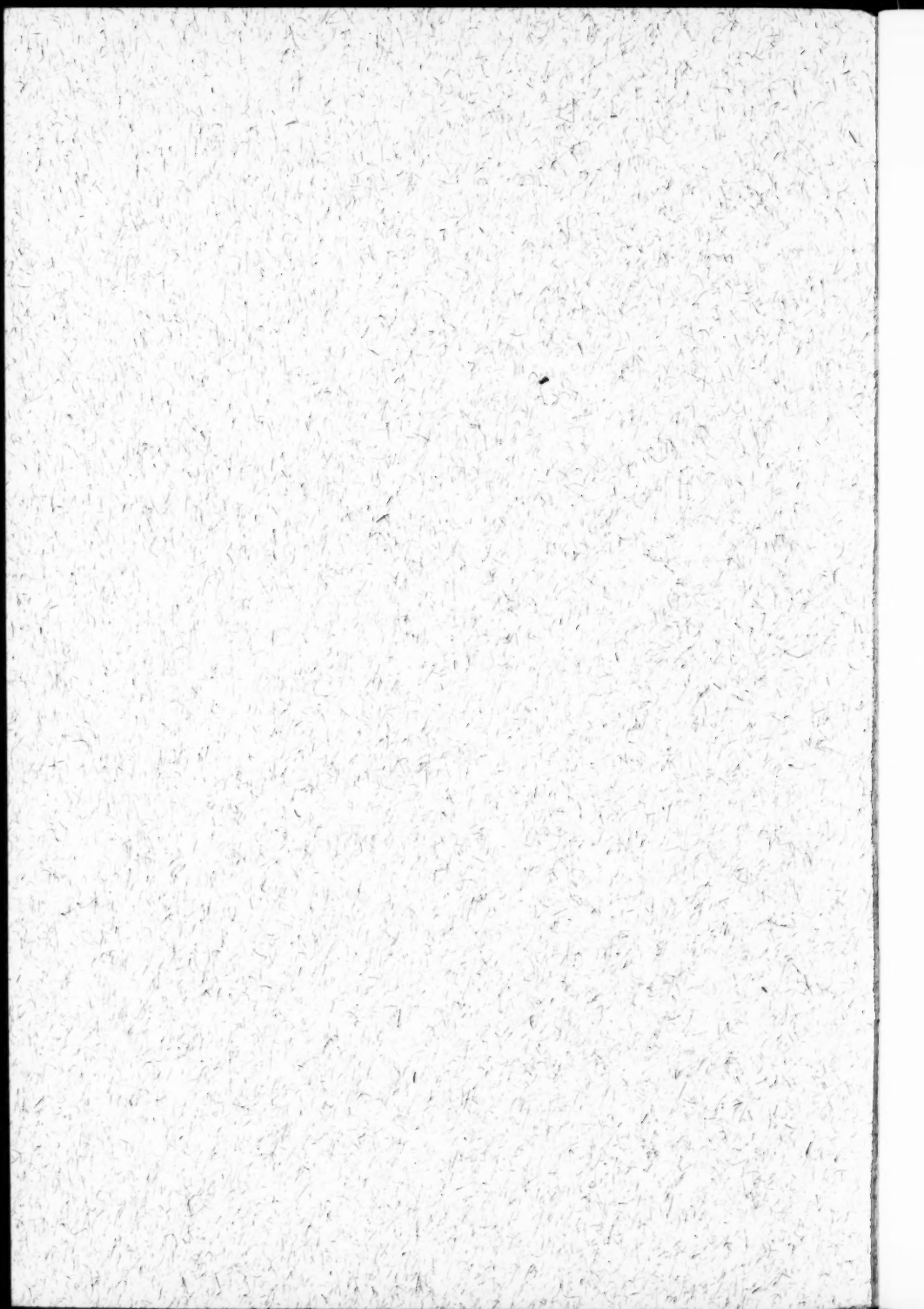


**BUSINESS
EDUCATION
INDEX·1964**

DELTA PI EPSILON



BUSINESS EDUCATION INDEX

1964

Index of Business Education Articles
Compiled from a Selected List of Periodicals and
Yearbooks Published During the Year 1964

VOLUME 25

Edited by

LOUIS C. NANASSY, Ed.D.

*Chairman, Business Education Department
Montclair State College
Upper Montclair, New Jersey*

Published by Delta Pi Epsilon Fraternity
National Honorary Graduate Fraternity in Business Education
through the Editorial Offices of the
Gregg Division of McGraw-Hill Book Company, New York

Subject Headings

Accounting	Dictation	Office training
Administration and supervision	Distributive education	Personality
Adult education	Duplicating	Placement
Advertising	Economics	Programmed teaching
Arithmetic, business	Employment	Public relations
Associations	Equipment and supplies	Research
Audio-visual aids	Ethics	Retailing
Automation	Evaluation	Salesmanship
Basic business education	Extracurricular activities	Secretarial training
Bibliography	Fast learners	Secretaries
Bookkeeping	Filing	Shorthand
Business and business education	Follow-up studies	Slow learners
Business correspondence	Future Business Leaders of America	Spelling
Business education	Future Secretaries Association	Standards
Business English	General business (see Basic business education)	Surveys
Business law	Geography, economic	Teacher education
Business organization and management	Guidance	Teachers
Business schools	High school	Teaching
Certified professional secretaries	Human relations	Teaching aids
Clerical training	International business education	Teaching machines
Colleges and universities	Junior college	Team teaching
Communications	Junior high school	Television
Community resources	Marketing	Testing
Consumer education	National Association for Business Teacher Education	Transcription
Cooperative education	National Secretaries Association	Typewriting
Curriculum	Occupational information	Visual aids (see Audio-visual aids)
Delta Pi Epsilon	Office machines	Vocational education
	Office management	Work experience

A list of the general periodicals and the business education periodicals indexed more than once is given at the end of the book.

Key to Abbreviations

Ag	August	ed	edited, edition	nat	national
Ap	April		education, editor	no	number
assn	association	F	February	O	October
bd	board	Ja	January	p	pages
bldg	building	Je	June	pt	part
bul	bulletin	Jl	July	pub	publishing, publisher
bur	bureau	Jr	Junior	pubs	publications
bus	business	jt	joint	rev	revised
co	company	misc	miscellaneous	S	September
comp	compiled, compiler	Mr	March	ser	series
D	December	My	May	supt	superintendent
dept	department	N	November	univ	university

Copyright © 1965 by Delta Pi Epsilon Fraternity. All Rights Reserved. Printed in the United States of America. This book, or parts thereof, may not be reproduced in any form without permission.

Additional copies of the INDEX (\$2 each) may be obtained from

JOHN E. BINNION, *Executive Secretary*, DELTA PI EPSILON, SCHOOL OF BUSINESS
ADMINISTRATION, TEXAS TECHNOLOGICAL COLLEGE, LUBBOCK, TEXAS 79409

BUSINESS EDUCATION INDEX

1964

Author and Subject Entries

A

ABBEY, Mrs. Johnny

Are the 1964 secretarial graduates past history? No! Bus Tchr 42: 18 N-D

ACCOUNTING

Accounting: a management approach, 3rd ed. Myron J. Gordon and Gordon Shilling-law. Irwin. 881 p \$8.95

Accounting and analytical methods. Richard Mattessich. Irwin. 569 p \$9

Accounting and auditing problems. Richard C. Lytle. See issues J Accy

Accounting and data processing. Martin May. BEA Y 25: 16-22

Accounting—bookkeeping—recordkeeping: a three-track program. William Carpenter and Joseph Lesak. Bus Ed Forum 18: 21, 23 F

Accounting essentials for the secretary, 2nd ed. A. B. Carson, J. S. Sherwood, and Clem Boling. South-Western. 192 p \$2.92

Accounting laboratories: are they assets or liabilities? Harvey A. Larson. Coll N & V 18: 19-21 D

Accounting quickie quiz. Rita Huff. Sec 24: 27 Mr; 23 My

The allocation of income taxes on corporate financial statements. Jimmy R. Mize. Auburn University, M.S. thesis '63

An analysis of current practices in cost accounting in school districts. Helen Smith Cloyd. Michigan State University, Ph.D. thesis '63; N Bus Ed Q 33: 15 O

An analysis of selected factors related to success in the study of college accounting with a view toward establishing minimum entrance requirements for college accounting students at West Liberty state college, West Virginia. Bernard J. Landwehr. University of Pittsburgh, Ed.D. thesis '63; J Bus Ed 39: 207 F

Analytical accounting case problems. Thomas C. Hilliard and Thomas R. Prince. South-Western. 128 p \$2.25

Auditing: principles and procedure, 6th ed. Arthur W. Holmes. Irwin. 905 p \$9.50

Automated auditing. S. Leland Dill and Donald L. Adams. J Accy 117: 54-59 My

Bookkeeping, accounting, and related office education. Lloyd V. Douglas and others. N Bus Ed Q 33: 21-37 D

Bookkeeping and accounting now and in the 1970's. Harold Baron. BEA Y 25: 1-9

College accounting for high school? Boyd G. Plymire. Bal Sheet 45: 259-60 F

The development of desirable lunch accounting procedures. Alfred W. Boulden. University of Connecticut, Ph.D. thesis

Development of programmed instruction in selected basic operations of the IBM 402 accounting machine. Martha Kay Hedley. University of Tennessee, M.S. thesis '63;

N Bus Ed Q 33: 28 O

The diverse functions of accounting. Philip E. Fess and H. Peter Holzer. J Accy 118: 49-52 Ag

Education and professional training. Edward S. Lynn. See issues J Accy

The effect of supplementary college accounting units upon achievement in high school bookkeeping classes. Martin W. Surina. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 59 O

The effectiveness of practice sets in elementary accounting at the college level. Alice S. Dow. Colorado State College, Ed.D. thesis '63; J Bus Ed 40: 31 O

Elements of accounting and business law essential to the preparation of accountants. Jack Whisenhunt. University of Oklahoma, Ed.D. thesis '63; N Bus Ed Q 33: 69 O

Ethics of the accounting profession. Germain Boer. Cath Bus Ed R 16: 16-20 Winter '64-'65

An experimental study to determine the relative merits of teaching a practical college bookkeeping course at Bemidji state college as a preparatory learning experience for the college elementary accounting course. Ebenezer Calder. University of North Dakota, Ed.D. thesis

A follow-up study of accounting graduates from Chico state college, 1953-1962. Klota O. Underwood. Chico State College, M.S. thesis '63; N Bus Ed Q 33: 63-64 O

Fundamentals of auditing, 2nd ed. Robert K. Mautz. Wiley. 600 p \$8.95

The IBM 402, 403, and 407 accounting machines. Robert Hille. Data Processor 4: 5-7 F

The impact of computers on accounting. T. W. McRae. Wiley. 310 p \$6

Independent auditing standards: a book of readings. J. C. Ray. Holt. 520 p \$7.50

Intermediate accounting, 4th ed. Harry Simons and W. E. Karrenbrock. South-Western. 980 p \$8

Management accounting: text and cases, 3rd ed. Robert N. Anthony. Irwin. 690 p \$8.75

The mathematical dimension of accountancy. Thomas H. Williams and Charles H. Griffin. South-Western 240 p \$4.50

Payroll records and accounting, 1964 ed. John Pendery and B. L. Keeling. South-Western. 250 p \$3.88

Practitioners forum. Marvin L. Stone. See issues J Accy

Principles of auditing, 3rd ed. Walter B. Meigs. Irwin. 873 p \$9

Principles of cost accounting, 4th ed. Franklin T. Chace, Robert E. Schmiedicke, and J. F. Sherwood. South-Western. 312 p \$3.24

Programmed instruction in accounting. William Markell. J Bus Ed 39: 321-22 My

The role of the advisory commission in the

ACCOUNTING (continued)

- accounting curriculum of a community college. James J. McGrath and Rosalind H. Solon. *Delta Pi Epsilon* J 7: 4-12 N
- State requirements—certified public accountants. Wilton T. Anderson. *Coll N & V* 17: 19-21 My
- A study of accounting systems used in the businesses of Hartford, Wisconsin. John R. Underwood. University of Wisconsin, M.S. thesis '63; *N Bus Ed Q* 33: 62-63 O
- A study of the accounting systems of state supported colleges and universities in Alabama. Vernie W. Parker. Auburn University, M.S. thesis '63
- A study of the effects of a background in college business mathematics and high school bookkeeping upon success in college elementary accounting. Floyd E. Whiteman. Kansas State Teachers College, M.S. thesis '63
- Tax clinic. J. S. Seidman. *See* issues J Accy
- The treatment of goodwill in the corporate balance sheet. Leonard Spacek. *J Accy* 117: 35-40 F
- The utilization of accounting records in the operation and management of small consumer service-type business. John H. Rich. Indiana University, Ed.D. thesis
- We set up a course in machine accounting. Robert Jeffers. *Bus Ed World* 45: 31, 38 O
- ADAMS, Donald L.**
See Dill, S. Leland
- ADAMS, L. J.**
See McNelly, A. E.
- ADDISON, Betty G.**
See Wingate, Isabel B.
- ADMINISTRATION and supervision**
- Administration and supervision of business education in colleges and universities. Parker Liles and Zenobia T. Liles. *N Bus Ed Q* 32: 3-4 My
- Administration and supervision of business education in state colleges of education. Louis C. Nanassy. *N Bus Ed Q* 32: 31-40 My
- The administration and supervision of business education on the university level. William C. Himstreet. *N Bus Ed Q* 32: 17-22 My
- The administration of business education. Sister M. Francella. *Cath Bus Ed R* 16: 38-39 Winter '64-'65
- Administrative problems of business education on the collegiate level. Lewis R. Toll. *N Bus Ed Q* 32: 5-16 My
- A comparison of the beliefs and practices of business teachers and administrators in Colorado and Wyoming with the publication, *This we believe about business education in the high school*. Vernon C. Whiting and Alice M. Yetka. Colorado State College, Ed.D. thesis '63; *N Bus Ed Q* 32: 5-10 Mr; *J Bus Ed* 39: 338-39 My
- The critical requirements for supervising teachers in business education based upon an analysis of critical incidents. Warren S. Perry. University of Colorado, Ed.D. thesis; *J Bus Ed* 40: 119 D
- Directory of city and county supervisors of business education, 1963-64. *N Bus Ed Q*

- 32: 99-106 My
- Directory of state supervisors of business education, 1963-64. *N Bus Ed Q* 32: 94-98 My
- From the state supervisor's corner. R. D. Balthaser. *Ohio Bus Tchr* 24: 8-11
- How to prepare a departmental budget. Morton Tener. *Bus Ed World* 45: 22-23 N
- Planning the facilities for business education. William Selden. Monograph 112. South-Western. 42 p Free
- Staff utilization program. Pauline T. Newton. *CBEA Bul* 22: 3 O
- Statesmanship for business education. Jeanne Reed. *EBTA J* 2: 51-52, 54 Spring
- The supervising teacher: a synthesis of findings and thought. Jeraline D. Harven. Indiana University, Ed.D. thesis
- Your end of year report. *VBE Bul* 18: 3 F
- ADULT education**
- Adult preparatory education for careers in distribution. Eugene L. Dorr and Albert L. DeMond. *Bus Ed Forum* 18: 16-18 Ap
- Adults appreciate attention. David N. McKelvey. *J Bus Ed* 39: 138-39 Ja
- Operation—adult education. Paul A. Stokes. *Sincerely Yours* 16: 5, 10 Ap
- Our Susie looks back. Garland C. Dupree. *Bus Ed Forum* 18: 15-16 Ja
- Retraining woman power. B. Bertha Wakin. *Sincerely Yours* 16: 3 Ap
- A study of adult business education in the public school. Myrna Swanson. *Bus Ed J* 12: 17-21 Fall
- Teaching adults machine shorthand. Ronald M. Matthews. *Bus Ed Observer* 35: 12-13 Spring
- ADVERTISING**
- Advertising—a study in creativity and depth. Gary Erlandson. *Bus Ed Forum* 18: 24 F
- Advertising principles and problems, rev. ed. Charles J. Dirksen and Arthur Kroeger. Irwin. 746 p \$8.95
- Advertising terms. Bebee D. Thompson. *Today's Sec* 66: 59-60 Je
- Competition—the salt that creates thirst for knowledge. Edward R. Bowden. *Coll N & V* 17: 10-12 My
- Management of the advertising function. Alfred R. Oxenfeldt and Carroll Swan. *Wadsworth*. 96 p \$1.75
- Semantic evaluation of misleading advertising. E. J. Kottman. *Journal of Communication* 14: 151-56 S
- AGNEW, Peter L.**
Applications. *EBTA Y* 37: 259-63
See also Bassett, Ernest D.
— and James R. Meehan
Office practice now and in the 1970's. *BEA Y* 25: 93-101
- ALBAUM, Gerald**
See Westing, J. H.
- ALDERSON, Wroe and Paul E. Green**
Planning and problems solving in marketing. Irwin. 671 p \$10
- ALLEN, Connie**
A business education handbook for the secondary schools of Wisconsin. University of Wisconsin, M.S. thesis '63
- ALTHOFF, Peggy**
In rapport or in a rut. *Sec* 24: 30-32 S

- AMOS, John M.
Educational aspects of business games. J Bus Ed 40: 61-62 N
- ANDERSON, George W.
Business education in liberal arts colleges. N Bus Ed Q 32: 67-71 My
- ANDERSON, Ronald A. and Walter A. Kumpf
Business law, 7th ed., uniform commercial code volume. South-Western. 948 p \$7
- ANDERSON, Ruth I.
Research in business education. N Bus Ed Q 32: 3-4 Mr
Teaching machine transcription. Bus Tchg Aid Q-4. Prentice-Hall. 2 p Free
— and Leonard J. Porter
130 basic typing jobs, 2nd ed. Prentice-Hall. 61 p \$1.72
— Lura L. Straub, and E. Dana Gibson
Word finder, 2nd ed. Prentice-Hall. 244 p \$1.80
- ANDERSON, Sara E.
The changes in attitudes of prospective teachers toward education and teaching in secondary schools. Indiana University, Ed.D. thesis
- ANDERSON, Wilton T.
State requirements—certified public accountants. Coll N & V 17: 19-21 My
- ANTHONY, Robert N.
Management accounting: text and cases, 3rd ed. Irwin. 690 p \$8.75
- APPEL, Marguerite
See Kidd, Richard D.
- APPLEGATE, Harry A.
DECA prepared for new challenges. Am Voc J 39: 22-24 Mr
- ARCHER, Fred C.
Adjusting for individual differences. Bus Tchr 42: 7 N-D
Fall check-up. Bus Tchr 42: 7, 25 S-O
Specialized office services. Bus Tchr 41: 11 Mr-Apr
Time allocations in office practice. Bus Tchr 41: 11 My-Je
Transparencies will improve your office practice course. Bus Tchr 41: 8 Ja-F
- ARITHMETIC, business
Business and consumer arithmetic, 5th ed. A. E. McNelly, L. J. Adams, and Milton C. Olson. Prentice-Hall. 386 p \$4.44
Computational short cuts. Harry Lewis. Today's Sec 66: 20-21, 53 Ja
Do your bookkeeping students add? Robert Vooge. Bal Sheet 46: 176-77 D
Essentials of business mathematics, 6th ed. R. Robert Rosenberg and Harry Lewis. Gregg. 370 p \$3.96
Every student needs mathematics. Wilbert E. Scheer. Bus Ed World 44: 23 Ja
An experiment in programmed business mathematics at Eastern Mennonite high school, Harrisonburg, Virginia. Miriam L. Weaver. Virginia Polytechnic Institute, M.S. thesis '63; N Bus Ed Q 33: 67 O
For business educators—implications of the new mathematics. Sister M. Jean Clare. Cath Bus Ed R 15: 19-30 Winter
How to teach more in less time in business math. G. Jay Christensen. J Bus Ed 40: 112-14 D
Interest practices in modern business. Howard A. Zacur. Bal Sheet 46: 160-63 D
Motivation for accuracy in business arithmetic. Robert E. Stearns. EBTA J 2: 64-66 Spring
Multiplication and division on an adding machine. James Hyek. J Bus Ed 40: 42 O
Problem solving in business arithmetic. Morton Tener. EBTA J 3: 16-19, 22 Fall
A study of the effects of a background in college business mathematics and high school bookkeeping upon success in college elementary accounting. Floyd E. Whiteman. Kansas State Teachers College, M.S. thesis '63
Success without arithmetic? Paul F. Menges. Bal Sheet 45: 391-94 My
Television instruction in business mathematics. R. E. Fairbank. National Commission on Teacher Education and Professional Standards Official Report 1963: 246-52
Testing the performance of a program in payroll mathematics at Cave Springs high school, Roanoke, Virginia. Lois Johnson Cox. Virginia Polytechnic Institute, M.S. thesis '63; N Bus Ed Q 33: 16-17 O
Visualizing business mathematics calculations. Mearl R. Guthrie. Bal Sheet 45: 296-97, 334 Mr
- ARMSTRONG, Lloyd D.
An analysis of the various parts of the Turse aptitude test and their reliability in predicting success in the first semester of shorthand. Mankato State College, M.S. thesis '63
- ARNOLD, Cecil B.
How d.e. contests benefit businessmen. Bus Ed World 44: 20-21, 33 Ap
- ARNOLD, Walter M.
Changing patterns in vocational education. Ed 85: 206-10 D
- ARNSTEIN, George E.
The impact of automation on occupational patterns. NBEA Y 2: 39-50
- ARVILLA, Norman
A follow-up evaluation of the business education program of the St. Louis county, Minnesota, unorganized school district. University of Minnesota, M.A. thesis '63
- ARVOLD, Curtis O.
Your large typewriting class—efficiency or chaos? Bus Ed Forum 18: 40, 46 My
- ASHBY, Wilson
Suggestions for teaching typewriting. Bus Ed Forum 19: 19, 25 D
- ASHCRAFT, Janet Kay
The sinistral student in shorthand. CBEA Bul 21: 15 Mr
- ASSOCIATIONS
Dare we be professional? Paul F. Muse. Bus Ed Forum 18: 1-2 Ja
Get out of the rut. Regis A. Horace. Bal Sheet 46: 3 S
A history of the business education department of the national education association. Binford H. Peeples. University of Kentucky, Ed.D. thesis
National association for business teacher education—roster of member colleges and universities, 1964-1965. N Bus Ed Q 33: 68-72 D

ASSOCIATIONS (continued)

- Peace corps volunteers belong in CBEA too! Al Beckett. CBEA Bul 21: 11 Mr
- Related teacher education organizations. Elvin S. Eyster. NABTE Bul 80: 61-62
- Report of the 1963 convention—Southern business education association. Doris B. Reid. Bus Ed Forum 18: 19-21 Ja
- Responsibilities for professional growth. Frances E. Robinson. Ball State CJ 35: 16-17 F
- The work of the national legislative action committee. Hamden L. Forkner. NABTE Bul 80: 60-61

ATWOOD, Dale D.

- Periodicity of effort in beginning typewriting. University of North Dakota, Ed.D. thesis

AUDIO-VISUAL aids

- Audio equipment: what price progress? J. Charles E. Lord. Bus Ed World 44: 10-12 Ja
- Bulletin board ideas for office practice. Alpha Alpha Chapter of Delta Pi Epsilon, Colorado State College, Greeley, Colorado. \$1.50
- Classroom movies show typewriting techniques. Warren L. Peterson. Kansas Bus Tchr 18: 3 D
- How we take advantage of our overhead projectors. Chris G. Patrinos. Bus Ed World 44: 18-19 Je
- Recent developments in audiovisual education. Robert J. Thompson. NBEA Y 2: 123-34
- Teachers wise visualize! William B. Logan. Bus Tchg Aid Y-3. Prentice-Hall. 2 p Free
- Transparencies will improve your office practice course. Fred C. Archer. Bus Tchr 41: 8 Ja-F
- Use the projector for motivating, teaching and grading. Ruth B. Ward. Bus Ed World 44: 12-13, 62 Mr
- Using the overhead projector in beginning shorthand. Agnes Putney. J Bus Ed 40: 19-20 O
- Visual aids. See issues Bal Sheet
- Visual aids worth seeing. See issues Coll N & V

AUTOMATION

- Accounting and data processing. Martin May. BEA Y 25: 16-22
- All about computers. Raymond Dreyfack. Today's Sec 67: 39, 82 S
- Analog computers teach economic relationships—the positive loop. James J. Pastoriza. J Bus Ed 40: 72-73 N; 120-21 D
- Application of domestic digital computing systems in business and schools of business in the United States. Edward J. Laurie. Data Processor 4: 9-10 Ja
- Applications. Peter L. Agnew. EBTA Y 37: 259-63
- Audit problems in system design. Arthur H. Pike. Data Processor 4: 1 F
- Automation. Sally Dorst. Today's Sec 67: 32-33 O
- Automation and its effect on clerical manpower training. William Polishook. Cath Bus Ed R 15: 19-31 Summer
- Automation and the secretarial subjects. Ruth

- Bruner. Bal Sheet 46: 10-11, 46 S
- Automation and unemployment. Robert D. Joeph. Data Processor 4: 7-8 My
- Automation office practice. S. J. Wanous and E. E. Wanous. South-Western. 122 p \$1.44
- Automation—what is it? Luther H. Evans. EBTA Y 37: 3-13
- Basic business area—economics, general business, consumer economics. Hobart H. Conover. EBTA Y 37: 77-93
- Bibliography on automation. See issues Data Processor
- Book review. See issues Data Processor
- Bookkeeping and related subjects. J. Edward Caldwell. EBTA Y 37: 94-130
- Business education conference, automation—there are two sides to this coin. Robert E. Bowman. Ball State CJ 36: 8-9 N
- Business school features training in computer use. Milton Cagan. Data Processor 4: 12-13 Ja
- The business student in transition. John L. Nolting. Data Processor 5: 1-4 D
- Can business education students qualify for data processing jobs? Clair R. Parsh. J Bus Ed 40: 99-100 D
- Card punch training: another marketable skill for our graduates. Clayton E. Leach. Bus Ed World 44: 26-27 My
- Case study of a clerk that analyzed her job. Lola Mae Larson. Data Processor 4: 5-7 Ap
- The cause and cure of business teacher obsolescence. Mary F. Robek. Bus Ed Forum 18: 16-18 F
- Challenges in data processing education. Merle W. Wood. Bus Ed Forum 18: 9-11 F
- Charting. Leona Barnes. Data Processor 5: 8-9 D
- Clerical office practice program. Bryce W. Yourd. EBTA Y 37: 143-67
- Collegiate schools of business. Leo Niemi. EBTA Y 37: 195-214
- Comments on data processing instruction in high school. J Bus Ed 40: 105 D
- Converting unskilled workers into computer programmers. J Bus Ed 39: 284-86 Ap
- Cybernation and the secretary. Robert J. Thompson. J Bus Ed 39: 189-90 F
- Data processing. Mary F. Robek. Bus Ed Forum 18: 41, 46 My
- Data processing, an introduction for students. What is data processing all about? Merle W. Wood and Robert G. Espgren. Bus Ed World 45: 15-18 O; Data processing's role in bookkeeping. 17-21 N; Data processing's role in retailing. 23-26 D
- Data processing and office practice. Irene Place. BEA Y 25: 108-17
- Data processing—from pebbles to pulsations. Mildred Hillestad. Bus Ed Forum 18: 12-13, 18 F
- Data processing in the business curriculum. Sister Mary Judith and Clarence M. Williams. J Bus Ed 40: 52-54 N
- Data processing in the school of business administration at Miami university. Daniel D. Duricy. Data Processor 5: 1-4 N
- Data processing instruction in high school. Herbert A. Tonne. J Bus Ed 40: 8-9 O

- A data processing program. Nathan Goldfarb. Bus Ed Forum 19: 16, 20 N
- Data processing: systems analysis. Irene Place. NBEA Y 2: 107-21
- Data processing teaching unit for a secretarial practice class. Esther M. Stiles. J Bus Ed 39: 155-59 Ja
- The design of a system. Arthur H. Pike. Data Processor 4: 4-5 Mr
- Dialogue on digit dialing. Enoch J. Haga. J Bus Ed 39: 294-95 Ap
- Distributive education program. Ralph E. Mason. EBTA Y 37: 168-79
- Education. Robert E. Slaughter. EBTA Y 37: 264-71
- Effect of automation in the office on business education. Gerald Springer. University of Minnesota. M.A. thesis '63
- The effect of computers and data processing on college curricula. William J. Hoben. Data Processor 5: 4-6 O
- Effect of educational programs of automated machines in business offices. Sister Mary Catherine Kamper. University of Wisconsin. M.S. thesis '63; N Bus Ed Q 33: 51-52 O
- The effect of technology on clerical occupations. William Selden. EBTA Y 37: 33-50
- Electronic data processing with specific reference to the preparation, duties, and qualifications of the programmer in the city of Portland, Oregon. D. Howard Backlund. Oregon State University. Ph.D. thesis
- Equipment developments. Richard E. Kaufmann. EBTA Y 37: 241-58
- The 514 reproducer. Michael K. Mendenhall. Data Processor 4: 5-6 Mr
- Forms design application to modern business forms. G. Jay Christensen. Data Processor 4: 10-12 Ja; 7-12 F; 6-11 Mr; 8-11 Ap; 9-11 My
- From keypunch to print-out. Peter R. Weill. Admin Mgt 25: 30-43 Ap
- Getting help in systems design. Arthur H. Pike. Data Processor 4: 1-2 My
- Glossary. EBTA Y 37: 272-76
- A graphical approach to binary arithmetic. Enoch J. Haga. J Bus Ed 40: 28-29 O
- The high school graduate faces automation. Norman F. Kallaus. Future Bus Leader 18: 8-10 Winter
- How a programmer goes about it. Walter A. Kleinschrod. Admin Mgt 25: 29-35 Ag
- How computer memory systems work. Admin Mgt 25: 44-51 Ag
- The IBM 402, 403, and 407 accounting machines. Robert Hille. Data Processor 4: 5-7 F
- The IBM 082 sorter. Hazel Powell. Data Processor 4: 7-9 Ja
- The impact of automation on occupational patterns. George E. Arnstein. NBEA Y 2: 39-50
- The impact of automation on vocational education. Paul Pair. Bal Sheet 46: 110-12, 119 N
- The impact of the computer on instructional technology. Harold J. Highland. Cath Bus Ed R 16: 21-30 Winter '64-'65
- Implications for business education. W. Harmon Wilson. EBTA Y 37: 53-74
- Integrated data processing. Romuald Slimak. EBTA Y 37: 14-32
- Junior colleges. William F. Sassaman. EBTA Y 37: 183-94
- Make portapac punched card sets a class project. Enoch J. Haga. J Bus Ed 39: 204-205 F
- Manual bookkeeping in an era of automation. Lewis D. Boynton. Bal Sheet 46: 4-6, 44 S
- Our Susie looks back. Garland C. Dupree. Bus Ed Forum 18: 15-16 Ja
- Practical data processing through initiative and community cooperation. Elwood Miller. Bal Sheet 45: 388-90 My
- Preparation needed to teach about electronic data processing. Edwin J. Weber. Bus Ed Forum 18: 14-15 F
- Private business schools. James G. Stauffer. EBTA Y 37: 231-37
- References that broaden. Data Processor 5: 13-14 O
- Research recap. Geraldine Bowden. See issues Data Processor
- The role of the secondary school business education department in preparing students for employment in business offices using data processing equipment. James F. LaSalle. Pennsylvania State University. Ed.D. thesis '63; J Bus Ed 39: 162 Ja; 296-97 Ap; N Bus Ed Q 33: 40-41 O
- Room at the top for the secretary and automation. Dorothy H. Veon. Sec 24: 4, 27 F
- Secretarial office practice program—short-hand, typewriting, office practice. Rhoda T. Bedford and Hope M. Powell. EBTA Y 37: 131-42
- Selected bibliography. EBTA Y 37: 277-79
- A selected bibliography of texts and instructional materials in electronic data processing prepared with the use of electronic data processing. Geraldine Eugene Wagner. State College of Iowa. M.A. thesis '63
- Should a course or courses in data processing be included in the preparation of all business teachers? E. Dana Gibson. NABTE Bul 80: 48-52; Robert E. Hoskinson. 52-59
- Some thoughts on educational data processing. E. Dana Gibson. Data Processor 4: 1-2 Mr
- A study of the impact of automation in American department store operation, with resulting need for revision in the course content of distributive education programs. Robert E. Rose. State University of Iowa. Ph.D. thesis '63; J Bus Ed 40: 74 N
- A survey of literature concerning the impact of automation on business education. Elsie S. Ware. University of Southern Mississippi. Ed.S. thesis; Data Processor 5: 10 O
- A survey to determine the knowledges and skills needed by clerical workers in first-level entry occupations in digital computer installations. Adaline D. Jones. Ohio State University. Ph.D. thesis
- System and procedures manual for the PSHS model office company. Margaret Olson. Data Processor 4: 1-5 Ap
- Teacher training programs in electronic data processing. John A. Damgaard. EBTA Y 37: 215-30
- Teaching computer theory, hands off. Marian

AUTOMATION (continued)

- J. Darst. Data Processor 5: 6-9 O
Teaching the elements of binary arithmetic. Melvin Morgenstein. Data Processor 5: 9-11 D
Trends in bookkeeping, record keeping, and business data processing in the comprehensive high school. Jeane C. McCrory. VBE Bul 18: 8 F
What can you do about data processing now. VBE Bul 18: 5-6 F
What does automation mean to our high school program? Sister M. Catherine. Bus Ed World 44: 22, 32 Je
What is the base two? decimal and binary notation systems. Billie J. Hasenkamp. Data Processor 4: 5-7 My
What is your DPIQ? Data Processor 5: 5-11 N
What's happening in the office? Robert L. Caleo. Admin Mgt 25: 24-28 Ja
Wide-open job market; data processing. Merle W. Wood. School Management 8: 96-100 S
Zip coding—a step toward an automated postal service. Enoch J. Haga. J Bus Ed 39: 250-51 Mr
AYER, Sister Mary Colette
Business teacher education program in Catholic women's liberal arts colleges and selected criteria recommended by the national association for business teacher education: a comparative study. Catholic University of America, M.A. thesis '63; N Bus Ed Q 33: 54-55 O

B

- BACHMEIER, Joseph
Criteria for the evaluation of student achievement for first year bookkeeping in North Dakota high schools. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 5-6 O
BACKLUND, D. Howard
Electronic data processing with specific reference to the preparation, duties, and qualifications of the programmer in the city of Portland, Oregon. Oregon State University, Ph.D. thesis
BACON, Dean R.
Knowledge of economic concepts and understandings of selected high school seniors. Bus Ed J 12: 12-16 Fall
BAGGETT, Harry W., Jr.
The validation of a formula for predicting the difficulty of shorthand dictation material. University of Minnesota, Ph.D. thesis
BAHR, Gladys
Five days for business ethics. Bus Ed Forum 18: 12-13, 25 Mr
BAJART, Arthur
A plan for replacing typewriters. Admin Mgt 25: 62-64 Jl
BALDWIN, Leland P.
Sacramento program combines business and home economics; preparation for jobs in merchandising. California Education 1: 17-18 My
BALSAM, Martin J.
Teaching first-year bookkeeping again. J Bus Ed 40: 55-56 N
BALSLEY, Irol and Jerry Robinson
Integrated secretarial studies, jubilee ed. South-Western. 384 p \$5
BALTHASER, R. D.
From the state supervisor's corner. Ohio Bus Tchr 24: 8-11
BANERDT, Jack
Planning for multiple outlets. J Bus Ed 39: 187-88 F
BANKS, Mary A.
Secretaryship: a profession. Sec 24: 8-11 O
BARKSDALE, Hiram C.
Marketing: change and exchange. Holt. 332 p \$3.50
BARNES, Leona
Charting. Data Processor 5: 8-9 D
BARON, Harold
Bookkeeping and accounting now and in the 1970's. BEA Y 25: 1-9
BARRON, J. F. and Marilyn L. Hoff
Some concepts essential to a basic understanding of economics. Monograph 110. South-Western. 41 p Free
BARZDA, Elizabeth
Part time secretary—full time wife. Today's Sec 67: 25, 68 S
BASCH, Antonin
Financing economic development. Macmillan. 334 p \$6.95
BASIC business education
An achievement test of personal-business knowledges and understandings. Irvine H. Forkner. Teachers College, Columbia University, Ed.D. thesis '63; J Bus Ed 40: 30 O
Anyone can teach general business! I. David Satlow. Bus Ed World 44: 19, 33 My
Applying community resources to basic business subjects. John C. Roman. Ball State CJ 35: 12-14, 18 F
Are economic understandings developed through business courses? Roman F. Warmke. Bus Ed Forum 18: 7-9 Mr
Are your value judgments showing? Vernon A. Ouellette. Bus Ed Forum 19: 21 D
Banking quickie quiz. Joan Warner. Sec 24: 34 S
Basic business and vocational education. Raymond B. Russell. Bus Ed Forum 19: 19 O
Basic business area—economics, general business, consumer economics. Hobart H. Conover. EBTA Y 37: 77-93
Basic business in Michigan high schools today. Richard Kutch. MBEA News Bul 29: 3 My
Bring variety to your general business classroom. Dortha Molder. Bus Ed World 44: 16-17 Ap
Business administration and economic education. Milton C. Olson and others. N Bus Ed Q 33: 5-20 D
The business teachers' responsibility for economic citizenship. Mary Ellen Oliverio. EBTA J 3: 14-15, 25 Fall
Buyer understanding of life insurance. Jewell Watson. Indiana University, Ed.D. thesis '63; N Bus Ed Q 33: 65-66 O

- Cable-ese. Today's Sec 66: 32 F
 Check please. Today's Sec 66: 33 Je
 The checks we write. Anne L. Lamb. Sec 24: 20-21, 28 My
 Consumer information test. Delta Pi Epsilon J 6: 121-34 JI
 A design to make general business creative. Jerome McCadden. Bal Sheet 46: 58-59 O
 Development of a handbook on stocks and bonds for high school students. Emily E. O'Connor. University of Colorado, M.B.E. thesis '63; N Bus Ed Q 33: 45 O
 Development of a unit to be used in a general business course. Raymond Stevens. Mankato State College, M.S. thesis '63
 The development of economic understandings of ninth-grade students. James B. Miller. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 43 O
 Economic concepts can be taught in the general business course. Lloyd L. Garrison. Bus Ed Forum 18: 10-11 Mr
 Economic understanding of senior students in selected California high schools. James Emery Deitz. University of California, Los Angeles, Ed.D. thesis '63; J Bus Ed 39: 206 F; N Bus Ed Q 33: 18-19 O
 Economic understandings in general business today. Mary Ellen Oliverio. BEA Y 25: 67-72
 Economic understandings of ninth-grade pupils. Theodore O. Ousdigian. University of Minnesota, M.A. thesis '63
 Educational television program uses teenage students to teach insurance facts. Topics 14: 1-3 Fall
 Evaluation of supplementary materials in general business. Donald Schneider. University of Minnesota, M.A. thesis '63
 An experimental study to determine if basic economic concepts can be taught incidentally in typewriting classes. William Tucker. San Diego State College, M.A. thesis '63
 Fitzgerald solves the boy problem. Donald Leverenz. J Bus Ed 40: 23-24 O
 Five days for business ethics. Gladys Bahr. Bus Ed Forum 18: 12-13, 25 Mr
 Focus on investments through decision-making. J. Charles E. Lord. Bus Ed World 45: 9-12, 29 D
 The general business course. Elsie G. Care. EBTA J 2: 79-80 Spring
 General business now and in the 1970's. Herbert A. Tonne. BEA Y 25: 57-66
 Guidance in the basic courses for potential high-school dropouts. Bus Ed Forum 19: 17 N
 How to get more intellectual output in general business. Helen S. Cloyd. Bus Ed Forum 18: 43 My
 How we set up a high school investment corporation. Julia McCrimmon and Calfrey C. Calhoun. Bus Ed World 44: 20-21 My
 In your class—a better understanding of American business. Robert J. Donachie. Cath Bus Ed R 15: 16-21 Spring
 Income tax and social security course, 18th ed. D. B. Marti. Prentice-Hall. 170 p \$2.90
 Insurance facts, 1964. Insurance Information Institute, 110 William Street, New York, New York 10038 61 p
 Investment clubs are here to stay. I. David Satlow. J Bus Ed 39: 201-203 F
 Life and health insurance handbook, 2nd ed. David W. Gregg. Irwin. 1,339 p \$10.95
 Life insurance fact book, 1964. Institute of Life Insurance, 277 Park Avenue, New York, New York 10017
 "Live" insurance: an experience for slow learners. Muriel C. Kavinow. H Points 46: 55-58 Ja
 The local community—a general business laboratory. Robert H. Meyer. J Bus Ed 39: 333-35 My
 Make general business interesting. Vernon A. Musselman. Bal Sheet 46: 15-16 S
 Medical diary. Miriam Bredow. See issues Today's Sec
 The methods courses in business education. John L. Rowe and others. N Bus Ed Q 33: 50-67 D
 New concepts in general business education. Walter A. Brower, Jr. Bus Ed Observer 35: 12-13 Winter
 A new telephone learning technique. Eugene J. Kray. Bal Sheet 46: 192 D
 A proposed course of study in general business for the Catholic secondary schools of the Archdiocese of Newark, New Jersey. Sister Magdalene Marie Duffy. Catholic University of America, M.A. thesis '63
 Reading the financial pages. Helen S. Cloyd. J Bus Ed 40: 85-86 N
 Relationships between high school pupils' information and attitudes toward personal finance. A. Donald Beattie. Delta Pi Epsilon J 6: 97-109 JI
 See the bank. Eileen Schutte and Vernon A. Magnesen. J Bus Ed 39: 277-79 Ap
 A self-inventory for the teacher of general business. Mary Margaret Brady. Bus Ed Forum 18: 22-23 F
 Short course in economics and thrift. Pennsylvania School Journal 112: 104 N '63
 Some concepts essential to a basic understanding of economics. J. F. Barron and Marilyn L. Hoff. Monograph 110. South-Western. 41 p Free
 A study of the reactions of high school graduates to selected economic concepts. Caroline R. Hamm. Kansas State College of Pittsburg, M.S. thesis '63
 A study of the techniques used in teaching general business in the secondary high school for an economic understanding. Mary E. Spidle. University of Colorado, M.B.E. thesis '63; N Bus Ed Q 33: 58 O
 Survey of student opinions toward personal finance. Delta Pi Epsilon J 6: 110-20 JI
 A syllabus for teaching economics in the high school general business course. Lloyd L. Garrison. Joint Council on Economic Education, 2 West 46 Street, New York, New York 10036. 52 p \$1
 Tanstall, how much do free goods and services cost? Mearl R. Guthrie. Bus Ed Forum 18: 27 Ap
 Teach and talk about business. Agnes Lebeda. Bus Ed Forum 18: 5 Mr
 Teach for business law concepts in general business class. Agnes Lebeda. Bus Ed

BASIC business education (continued)

- World 45: 5, 39 D
 Teach more than basic business. Arthur F. Pollyea. Bus Ed World 44: 16-18 F
 Teaching a transportation unit now. Dorothy H. Robinson. BEA Y 25: 73-81
 Teaching economic literacy is a contribution to general education. Harlan B. Miller. Bus Ed World 45: 26-27, 36 O
 Teaching economics in general business. Victoria Daily. Bus Ed J 11: 16-17 Winter
 Teaching the risk concept in general business. Cliff Eischen. Bal Sheet 45: 203, 240 Ja
 Techniques for incorporating economics in general business. Richard D. Brown. Bus Ed World 45: 20-21, 29 S
 The telephone—a new learning technique. Eugene J. Kray. Bus Ed Observer 35: 10, 32 Spring
 Telephone know-how and know-why is basic. Howard L. Newhouse. Bus Tchr 42: 15 N-D
 Ten keys to improvement of basic business courses. James A. Parfet. Bus Ed World 45: 14-15, 31 N
 Tips on tipping. Today's Sec 66: 35 Ap
 Toting up your taxes. Elinor Elwood. Today's Sec 66: 45 My
 Wake up to general business. Karen Culbertson. CBEA Bul 22: 6 O
 Why are we economic illiterates? E. L. Marietta. MBEA News Bul 29: 3-4 My
 You and the investment world, rev. ed. School and College Relations, New York Stock Exchange, 11 Wall Street, New York, New York 10005
 Your days are numbered. Lucy McCracken. Today's Sec 67: 26-27, 55 O
BASSETT, Ernest D., Peter L. Agnew and David G. Goodman
 Business filing and records control, 3rd ed. South-Western. 208 p \$2.60
BATEMAN, Bobbie
 An instrument for the evaluation of understandings of business teaching. University of Oklahoma, Ed.D. thesis '63; N Bus Ed Q 33: 5 O
BATY, Wayne M.
 See Himstreet, William C.
BAUMHART, Raymond
 Ethics of the businessman. Cath Bus Ed R 16: 7-12 Fall
BEATTIE, A. Donald
 Relationships between high school pupils' information and attitudes toward personal finance. Delta Pi Epsilon J 6: 97-109 JI
BEAUMONT, John A.
 Distributive education. Ed 85: 221-27 D
 Preparatory education for careers in distribution. Bus Ed Forum 18: 7-9 Ap
BECK, Esther
 An analysis of selected factors relevant to the employment status in business offices of married college graduates. Indiana University, Ed.D. thesis '63; N Bus Ed Q 32: 17-21 Mr; J Bus Ed 39: 297 Ap; N Bus Ed Q 33: 6-7 O
 Counseling high school girls. Ball State CJ 36: 6-7, 17 N
BECKER, Esther
 Tension. Today's Sec 67: 40-41, 66 S; Your boss'. 28-29, 60 O
BECKETT, Al
 Peace corps volunteers belong in CBEA too! CBEA Bul 21: 11 Mr
BECKSTEAD, Barbara G.
 Standards of business and education in shorthand and typing. Arizona State University, M.S. thesis '63
BEDNAR, Mildred
 Investigation of selected measures for prediction of achievement of students in first-year shorthand. San Diego State College, M.A. thesis '63
BEDORF, Rhoda T. and Hope M. Powell
 Secretarial office practice program—short-hand, typewriting, office practice. EBTA Y 37: 131-42
BEHRENDT, John T.
 A report of the United States air force overseas education program with particular reference to the business education program at Kindley air force dependent high school in Bermuda from 1961-1963. University of Wisconsin, M.S. thesis '63
BELENSKY, Evelyn A.
 Is your boss going on a trip? Sec 24: 20-23 Je-JI
BELL, Harry H.
 A closer look at business education in England. Bal Sheet 45: 303-304 Mr
BELL, R. Dermont
 Standards of preparation for office practice teachers. Bus Ed Forum 18: 36-38 My
BEILUCCI, Carole
 A study to determine first-semester standards in diamond jubilee shorthand for Hunter college students. Hunter College, M.S. thesis; N Bus Ed Q 33: 7 O
BENENFELD, Ruth
 Those 39 commercial diplomas should have been destroyed! H Points 46: 26-28 My
BENSON, Vernon L.
 A survey of selected business firms in South Dakota to aid in determining the need for office machines training on the secondary school level. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 7-8 O
BENTON, Deward E.
 A study of bonded indebtedness in the American states, 1940-1960. Auburn University, M.S. thesis '63
BERNARD, Edwin
 See Hailes, William
BERRY, Doris Anita
 The role of office practice instruction in the training for general office assignments. Indiana University, Ed.D. thesis '63; J Bus Ed 39: 338 My; N Bus Ed Q 33: 8 O
 Typewriting: general office assignment number one. Bus Ed Forum 19: 7-9 N
BIBLIOGRAPHY
 Bibliography on automation. See issues Data Processor
 Book review. See issues Data Processor
 Book reviews. See issues Admin Mgt
 Book reviews. See issues J Bus Communication
 The book shelf. See issues J Bus Ed
 Bookshelf. See issues Today's Sec
 Business education index—1963. Louis C.

- Nanassy, Gregg. 70 p \$2
The critic's corner. Brother LaSalle Woelfel.
See issues Cath Bus Ed R
Current reading. Lauren Walker and Robert
I. Dickey. See issues J Accy
Literature worth reading. See issues Coll
N & V
New materials. See issues J Bus Ed
The reference shelf. See issues VBE Bul
References that broaden (data processing).
Data Processor 5: 13-14 O
Report on reference books. Margaret Jones.
Today's Sec 67: 42-43, 66 N
Review of new literature. See issues Bal Sheet
The secretary's library. See issues Sec
Selected bibliography (for automation). EBTA
Y 37: 277-79
A selected bibliography of texts and instructional materials in electronic data processing prepared with the use of electronic data processing. Gerald Eugene Wagner. State College of Iowa, M.A. thesis '63
- BINNION, John E.**
The teacher can learn from community resources. Ball State CJ 35: 6-9 My
— and J. Curtis Hall
Should the master's degree designed for preparing business teachers for the junior college level be a master's degree in business administration? NABTE Bul 80: 17-30
- BLACK, Agnes L.**
An analysis of the legal secretaries of Muncie, Indiana. Ball State Teachers College, M.A. thesis; N Bus Ed Q 33: 9 O
- BLACKSTONE, Bruce I.**
The office educator and the future. Ohio Bus Tch 24: 20-24
The vocational education act. VBE Bul 18: 1 F
- BLAITHIN, Sister M.**
How to keep your skills students ahead of themselves. Cath Bus Ed R 15: 32-38 Spring
- BLANKERTZ, Donald F.**
See Ferber, Robert
- BLOCKHUS, Wanda A.**
Creativity and money management understandings. University of Minnesota, Ph.D. thesis '63; N Bus Ed Q 33: 9-10 O
- BLUITT, Doris W.**
A study of the negro graduates of two Dallas high schools and the extent to which their business training has been used. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 10-11 O
- BOER, Germain**
Ethics of the accounting profession. Cath Bus Ed R 16: 16-20 Winter '64-'65
- BOLANOVICH, D. J.**
See West, Leonard J.
- BOLGER, James**
The new look in vocational education—the first 100 years in vocational education. Bus Ed World 45: 13-16 S; The forces that demand education for employability. 28-30, 35 O; Provisions of the vocational education act of 1963. 26-29 N; Business education and the vocational education act of 1963. 18-21 D
- BOLING, Clem**
See Carson, A. B.
- BOND, Viola S.**
The mature worker on the job. Sec 24: 6-8 Mr
- BONNER, Annelle**
Relevancy of learning experiences in the professional program of university of southern Mississippi business teacher candidates to problems encountered by graduates teaching business. Indiana University, Ed.D. thesis
- BONNER, William H.**
Try these letter-writing problems. Bus Ed Forum 18: 21 Mr
- BOOKKEEPING**
Accounting—bookkeeping—recordkeeping: a three-track program. William Carpenter and Joseph Lesak. Bus Ed Forum 18: 21, 23 F
Bookkeeping, accounting, and related office education. Lloyd V. Douglas and others. N Bus Ed Q 33: 21-37 D
Bookkeeping and accounting now and in the 1970's. Harold Baron. BEA Y 25: 1-9
Bookkeeping and clerical records. Richard E. McDonald. CBEA Bul 21: 14 Mr
Bookkeeping and modern business practices. Milton C. Olson. Bus Ed Forum 19: 9-10 D
Bookkeeping and related subjects. J. Edward Caldwell. EBTA Y 37: 94-130
Bookkeeping builds basic economic concepts. Bob B. Griffith. J Bus Ed 39: 233-34 Mr
Bookkeeping mechanization—who's afraid? G. Edward Damon. Bus Ed Forum 19: 7, 16 D
The bookkeeping regents—fifteen years later. Henry Owen. H Points 46: 73 My
Bookkeeping today. Esther D. Flashner. BEA Y 25: 9-15
Bookkeeping utilizing the machine approach in 1970. Milton C. Olson. BEA Y 25: 23-29
Bridging units in bookkeeping. J Marshall Hanna. Bus Tch 41: 17 Ja-F
A career in bookkeeping and accounting. Arthur E. Carlson. Bus Ed Forum 18: 10-11 Ja
Careers in bookkeeping. Hamden L. Forkner. Future Bus Leader 18: 3-5 Spring
Clerical record keeping—an analytical appraisal. Louis D. Mason. Bal Sheet 45: 212-13 Ja
A comparison of the elementary bookkeeping procedures taught in high school to those used by business firms in Lamar, Missouri. Edith Marie Compton. Kansas State College of Pittsburg, M.S. thesis '63
Criteria for the evaluation of student achievement for first year bookkeeping in North Dakota high schools. Joseph Bachmeier. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 5-6 O
Current thought on the teaching of bookkeeping. I. David Satlow. J Bus Ed 40: 16-18 O
A data processing program. Nathan Goldfarb. Bus Ed Forum 19: 16, 20 N
The development and evaluation of programmed instruction materials for use in supplementing the teaching of high school bookkeeping. Gaylon Leonard Halverson. State College of Iowa, M.A. thesis '63; N Bus Ed Q 33: 25 O
Do your bookkeeping students add? Robert

BOOKKEEPING (continued)

- Vooge. Bal Sheet 46: 176-77 D
Does evaluation in bookkeeping bother you? Rita Huff. Bus Ed Forum 18: 20, 25 Mr
Don't teach bookkeeping too fast. J. C. Harger. Bus Ed World 44: 22, 34 Ap
Economic education enrichment in the bookkeeping course. Lloyd L. Garrison. Bus Ed Forum 18: 25 Ap
The effect of supplementary college accounting units upon achievement in high school bookkeeping classes. Martin W. Surina. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 59 O
Establishing standards in teaching bookkeeping machines. Paul Pactor. EBTA J 2: 81-83 Spring
Establishment of a unit of programmed instruction in bookkeeping at Rockville high school, Rockville, Connecticut. Alan N. Knoffa. Central Connecticut State College, M.S. thesis '63
An experimental study to determine the relative merits of teaching a practical college bookkeeping course at Bemidji state college as a preparatory learning experience for the college elementary accounting course. Ebenezer Calder. University of North Dakota, Ed.D. thesis
Frequency of use by selected business firms in Joplin, Missouri, of items taught in the Webb City high school bookkeeping course. Rosalea Swadley Hedges. Kansas State College of Pittsburg, M.S. thesis '63
Gregg bookkeeping test for awards. See issues Bus Tchr
High school bookkeeping—as it was so shall it always be? a fable. Ruth B. Wooschlagher. Bus Ed Forum 18: 19-20 Mr
How to integrate economic concepts in bookkeeping. Richard F. Reicherter. Bus Ed J 11: 14-15 Winter
Improving teaching effectiveness in bookkeeping. Morris Miller. J Bus Ed 39: 280-81 Ap
Individualizing bookkeeping with contracts. Morton Tener. Bal Sheet 45: 248, 288 F
Let mental hygiene guide your first lesson of any bookkeeping unit. I. David Satlow. EBTA J 3: 11-12, 22 Fall
Let's integrate 10-key adding machine instruction into the bookkeeping course. Robert J. Wencil. Bus Ed World 45: 28 S
Making bookkeeping meaningful. Cath Bus Ed R 16: 33-37 Fall
Manual bookkeeping in an era of automation. Lewis D. Boynton. Bal Sheet 46: 4-6, 44 S
Matrix bookkeeping. A. Wayne Corcoran. J Accy 117: 60-66 Mr
The methods courses in business education. John L. Rowe and others. N Bus Ed Q 33: 50-67 D
Motivation—the key to success in bookkeeping. Betty Lee. CBEA Bul 22: 4 O
New directions in the preparation of bookkeeping and clerical personnel. B. Lewis Keeling. NBEA Y 2: 213-28
Practices, criticisms, and desired changes in the bookkeeping course in small North Dakota high schools. Reuben T. Guenther. Montana State College, M.S. thesis '63
Prepaid, unearned and accrued items—yilch. Neil A. Gaston. Bus Ed Observer 35: 5-7 Spring
Problems, projects, practice sets. J Marshall Hanna. Bus Tchr 41: 17 Mr-Apr
Programmed learning in high school bookkeeping. Gaylon L. Halverson. Bus Ed Forum 19: 18, 23 O
Reading bookkeeping illustrations. J Marshall Hanna. Bus Tchr 41: 18, 33 My-Je
Research in the teaching of bookkeeping. Ball State CJ 35: 10-12 My
Should a second year of bookkeeping be offered in high school? John Bray. Arizona State University, M.S. thesis '63
Static bookkeeping. Herbert A. Tonne. J Bus Ed 39: 270-71 Ap
A study of the effects of a background in college business mathematics and high school bookkeeping upon success in college elementary accounting. Floyd E. Whiteman. Kansas State Teachers College, M.S. thesis '63
The T account speeds learning. George W. Lees. Bal Sheet 45: 208-10 Ja
Teaching bookkeeping in class A schools in the state of Texas. Lloyd T. Dickens. Sam Houston State Teachers College, M.A. thesis '63; N Bus Ed Q 33: 19-20 O
Teaching closing entries. Ruth Cathcart. Ohio Bus Tchr 24: 59-62
Teaching first-year bookkeeping again. Martin J. Balsam. J Bus Ed 40: 55-56 N
There is a place for all students in bookkeeping. Robert D. MacDonald. Bus Ed Forum 19: 15-16 D
Trends in bookkeeping, record keeping, and business data processing in the comprehensive high school. Jeane C. McCrory. VBE Bul 18: 8 F
BOOTH, A. N.
Teach high school students about business. Teach Col J 35: 95-96 D '63
BOOTHE, Edna R.
The secretary and her bank. Sec 4: 24-25 Ap
BORTHWICK, Miriam Tecco
The use of dictating equipment in the teaching of shorthand. Ohio Bus Tchr 24: 68-73
BOTCHIS, Stephen J.
A comparative ability and achievement study of the academic, business, and general students at Gordon Swift junior high school, Watertown, Connecticut. Central Connecticut State College, M.S. thesis '63; N Bus Ed Q 33: 11-12 O
BOULDEN, Alfred W.
The development of desirable lunch accounting procedures. University of Connecticut, Ph.D. thesis
BOUSQUET, Henry N.
Economic literacy. Bal Sheet 45: 350-51 Ap
BOWDEN, Edward R.
Competition—the salt that creates thirst for knowledge. Coll N & V 17: 10-12 My
BOWDEN, Geraldine
Research recap. See issues Data Processor
BOWER, James B.
See Niswonger, Rolin
BOWMAN, Robert E.
Business education conference, automation—there are two sides to this coin. Ball State CJ 36: 8-9 N

- BOYD, Harper W., Jr. and Ralph Westfall**
Marketing research: text and cases, rev. ed.
Irwin. 808 p \$8.95
- BOYNTON, Lewis D.**
Manual bookkeeping in an era of automation.
Bal Sheet 46: 4-6, 44 S
- BRADEN, Paul V.**
Effects of high-school vocational office training upon subsequent beginning career patterns. Michigan State University, Ph.D. thesis '63; J Bus Ed 39: 206 F; N Bus Ed Q 33: 12-13 O
- BRADLEY, Joseph F.**
Administrative financial management. Holt. 623 p \$8.50
- BRADY, Gerald P.**
See Thompson, George C.
- BRADY, Mary Margaret**
A self-inventory for the teacher of general business. Bus Ed Forum 18: 22-23 F
- BRANDWEIN, Seymour**
Manpower resources and requirements. Insert from Newsletter JCEE 1-2, 6 N
- BRAY, John**
Should a second year of bookkeeping be offered in high school? Arizona State University, M.S. thesis '63
- BREDDOW, Miriam**
Medical diary. See issues Today's Sec
- BREDT, Jan**
Do students follow your directions? J Bus Ed 39: 325-26 My
- BRENDEL, LeRoy and Doris Near**
Spelling drills and exercises: programmed for the typewriter. Gregg. 108 p \$1.56
- BRIGHT, Don**
What a community college can do for your students. Ohio Bus Tchr 24: 75-76, 92
- BROWER, Walter A., Jr.**
New concepts in general business education. Bus Ed Observer 35: 12-13 Winter
- BROWN, Eleanor B.**
Efficiency the goal; excellence the challenge. Ohio Bus Tchr 24: 29-35
The slow learner in business education: a selected bibliography. Bureau of Economics and Business Research, Kent State University, Kent, Ohio. \$.50
- BROWN, Frances**
Developing a desirable image of business education. Bus Ed Forum 19: 21-22 O
- BROWN, Leland**
Collecting data, preparing, and publishing a case. ABWA Bul 29: 25-29 D
- BROWN, Richard D.**
Integrate typewriting and economics. Bus Ed J 11: 19 Winter
Techniques for incorporating economics in general business. Bus Ed World 45: 20-21, 29 S
- BRUBECK, James F.**
Business letter unit for typing. J Bus Ed 40: 104-105 D
- BRUKER, R. M.**
Economic literacy: stock-purchase unit. Ill Ed 52: 337 Ap
- BRUNER, Ruth**
Automation and the secretarial subjects. Bal Sheet 46: 10-11, 46 S
- BRYAN, Gerald O.**
Instead of a job give students a career. Am Voc J 39: 32-33 O
- BRYAN, Ridgely D.**
Dual purpose plan of teaching office machines. Bus Ed Forum 19: 12-14 D
- BRYAN, Stanley E.**
Overseas professors in South America—motivations and accomplishments. Coll N & V 17: 13-18 My
- BUCK, Robert Lawrence**
A follow-up study of the business education graduates of St. Cloud state college, 1950-1959. St. Cloud State College, M.S. thesis '63
- BUCKOWSKI, Wanda L.**
A study of cooperative office work-experience programs in the state of Connecticut with implications for business education at the Rocky Hill high school. Central Connecticut State College, M.S. thesis '63; N Bus Ed Q 33: 13 O
- BUERGLER, Sister Mona Marie**
Speaking of shorthand labs. J Bus Ed 39: 273-74 Ap
- BULLEY, Harmon M.**
Junior high school creative typewriting. Sincerely Yours 16: 8 Ap
- BUSINESS and business education**
Bridging the gap. Audrey Schmidt. Bus Tchr 41: 23 Mr-Ap
Business and education: co-workers for success. F. O. Harbrecht. EBTA J 2: 72-75 Spring
The businessman speaks to the business educator. Am Voc J 39: 31 F
The businessman speaks to the business educator. Dorothy M. Satter. Bus Ed Observer 35: 8-11, 18 Winter
The businessman speaks to the business educator. Sanford Kleiner. Bus Ed Observer 35: 24-28 Winter
Do you know that? Mae Walker. See issues J Bus Ed
Helping high school students to keep in contact with the world of business. George J. Petrello. Bus Ed Observer 35: 21 Spring
Standards of business and education in shorthand and typing. Barbara G. Beckstead. Arizona State University, M.S. thesis '63
Work-study program cooperates with industry. Sid R. Peters and J. William Harrison, Jr. Bal Sheet 45: 352-54 Ap
- BUSINESS correspondence**
An analysis to determine the frequency of digits, symbols, and number patterns occurring in business correspondence of selected business firms. Allan D. Larson. University of North Dakota, M.S. thesis '63
And now, to the second of the three R's. Daniel R. Howe. Bus Ed World 45: 26-27 S
Business communication in the seventies. Frank W. Lanham. BEA Y 25: 82-91
Business communications, 2nd ed. William C. Himstreet and Wayne M. Baty. Wadsworth. 443 p \$7.50
Business communications at Southern Bell. Philip E. DeBerard, Jr. ABWA Bul 28: 24-27 My
A checklist of paperbound books for business communication. Robert E. Chapdu. ABWA Bul 28: 16-28 F

BUSINESS correspondence (continued)

- Collecting data, preparing, and publishing a case. Leland Brown. ABWA Bul 29: 25-29 D
- Colonialism in business letters. Sukeo Kitawawa. ABWA Bul 28: 22-25 Ap
- The contribution of the case to learning, teaching, and professional advancement. Norman J. Kaye. ABWA Bul 29: 21-24 D
- Current research: implications for business writing. Michael Porte. ABWA Bul 28: 17-19 My
- Cutting costs of correspondence. E. M. Ryan and C. M. Weld. ABWA Bul 28: 29-33 F
- The development of a Q-sort to measure self-concept of writing competence. Charles B. Smith. J Bus Ed 39: 161 Ja; Delta Pi Epsilon J 6: 70-77 My
- Editing the technical document. D. A. Patterson. ABWA Bul 28: 20-23 My
- Evaluating business letters. Gerald W. Maxwell. P-H Bus Ed Newsletter 16: 1 Fall
- The graduate communications curriculum. William J. Lord, Jr. ABWA Bul 28: 15-21 Ap
- The language of business letters. Leonard J. Porter. Bus Tchg Aid C-12. Prentice-Hall. 2 p Free
- Problems of the technical writer. Jay R. Gould. ABWA Bul 28: 9-14 Ap
- Programed instruction in business communication courses? James E. Pinkerton and Robert D. Hay. J Bus Communication 1: 19-23 Mr
- Reports in perspective. T. Farrell. ABWA Bul 28: 28-31 My
- Selected pages from the past. Dorothea Chandler. ABWA Bul 28: 8-13 F
- Semantics and its implications for teachers of business communication. H. R. Jolliffe. J Bus Communication 1: 1-18 Mr
- A sense of values in business and English. Harry C. Kensky. J Bus Ed 40: 11-13 O
- Synopses of cases available from ABWA. Arno F. Knapper. ABWA Bul 29: 30-31 D
- Try these letter-writing problems. William H. Bonner. Bus Ed Forum 18: 21 Mr
- Writing better business letters. Leonard J. Porter. Bus Tchg Aid C-13. Prentice-Hall. 2 p Free
- BUSINESS education**
- Are we educating for maturity? Hollis Guy. Bus Ed Forum 18: 5 Ja
- Business and distributive education: issues, developments, principal's view. Vernon V. Payne, Theodore Woodward, and C. Parry. Nat Assn Sec Sch Prin Bul 47: 7-18 N '63
- Business-economic education in the secondary school: a philosophy. David C. McMurtry. Bal Sheet 46: 56-57, 93 O
- Business education. Lloyd V. Douglas. Center for Applied Research in Education, Inc., Washington, D. C. 115 p \$3.95 '63
- Business education and implications for future growth. William Selden. Bal Sheet 46: 60-61, 95 O
- Business education and the dropout problem. Paul S. Lomax. J Bus Ed 39: 224-25 Mr
- Business education and the future secondary and post high school. Elvin S. Eyster. Ball State CJ 35: 6-8, 18 F

- Business education and the school dropout. Daniel Schreiber. NBEA Y 2: 229-37
- Business education challenged—act now. John H. Linn. CBEA Bul 21: 1, 5 Mr
- Business education for the college-bound student. Bus Ed Forum 18: 21-22 My
- Business education for the college-bound student. John Knight. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 37-38 O
- Business education offers something of value to all pupils. L. D. Mason. Clearing House 39: 51-52 S
- Business education: quo vadis. McKee Fisk. NABTE Bul 80: 4-10
- Business education—serving all youth. Mary E. Connelly. EBTA J 3: 2 Fall
- Changes in the philosophy of business education. Paul S. Lomax. NBEA Y 2: 1-19
- Current thinking about the future of business education. Herbert A. Tonne. J Bus Ed 39: 140-42 Ja
- The cycle repeats. Robert M. Swanson. Ball State CJ 35: 5, 11 F
- Developing a desirable image of business education. Frances Brown. Bus Ed Forum 19: 21-22 O
- Development of business education in the secondary schools staffed by the sisters of St. Joseph of Chestnut Hill, Pennsylvania, from 1869 to 1960. Sister Mary Aquin O'Keefe. Catholic University of America, M.A. thesis '63; N Bus Ed Q 33: 53-54 O
- Do you know that? Mae Walker. See issues J Bus Ed
- Education for business again at cross roads. McKee Fisk. CBEA Bul 21: 1, 14 My
- Education? training? who is responsible for which? Willard M. Thompson. Bal Sheet 46: 114-16 N
- Efficiency the goal; excellence the challenge. Eleanor B. Brown. Ohio Bus Tch 24: 29-35
- Electronics classroom aids business education. M. Q. Gallagher. Am Voc J 39: 22-23 Ja
- The ground to start from. D. D. Lessenberry. CBEA Bul 21: 1, 3 My
- How can we make education for business respectable? Stephen Butcher. Bus Ed J 12: 3, 22 Fall
- How to use the business library, 3rd ed. H. Webster Johnson. South-Western. 160 p \$1.50
- The impact of education for business. Robert J. Thompson. CBEA Bul 22: 10 D
- Implications for business education. Herbert L. Ross. Bal Sheet 46: 12-14, 46 S
- Just between us. Helen H. Green. See issues Bus Ed World
- Legislative and governmental agencies. John E. Whitcraft. NBEA Y 2: 239-48
- Let us not forget. Paul F. Muse. Bal Sheet 45: 387 My
- Let's sell business education in our own school first. Marie E. Carlson and Gayle A. Stelter. Bus Ed World 45: 24-25 O
- A look at business education. Theodore Hall. Bus Ed Observer 35: 18-19 Spring
- New dimensions—where do they lead? James H. Wykle. Bal Sheet 46: 99 N
- New horizons in business education. William Selden. EBTA J 2: 59-61 Spring

- Public approval of business education. Richard A. Warner. *Bal Sheet* 46: 152-54, 191 D
- A public understanding of business education in selected Illinois communities. Richard A. Warner. *Colorado State College*, Ed.D. thesis; *N Bus Ed Q* 32: 11-16 Mr; *J Bus Ed* 40: 119 D
- A report of the United States air force overseas education program with particular reference to the business education program at Kindley air force dependent high school in Bermuda from 1961-1963. John T. Behrendt. *University of Wisconsin*, M.S. thesis '63
- A rose by any other name? Enoch J. Haga. *J Bus Ed* 39: 336-37 My
- Selling business education. Herbert A. Tonne. *J Bus Ed* 40: 94-95 D
- So you think business education is important in high schools. Thomas N. Walker. *Ohio Bus Tch* 24: 43, 92
- Some meandering thoughts on business education. Victor F. Spathelf. *MBEA News* *Bul* 29: 2 My
- Something old, something new. Bernard J. McDonnell. *EBTA J* 2: 42 Spring
- State committee for business education established by Indiana state department of public instruction. Elvin S. Eyster. *Ball State CJ* 36: 3-5, 16 N
- A study of the negro graduates of two Dallas high schools and the extent to which their business training has been used. Doris W. Bluit. *University of Wisconsin*, M.S. thesis '63; *N Bus Ed Q* 33: 10-11 O
- A study of the value of the business education program of Saint Francis convent school, Honolulu, Hawaii, based upon graduates' vocational and personal use of business subjects, 1947-1957. Sister M. Gerard Leitz. *Catholic University of America*, M.A. thesis '63; *N Bus Ed Q* 33: 52 O
- A study to determine the status of business education in Catholic secondary and Catholic business schools of Maryland, 1960-1961. Sister Anna Marie Gladhill. *Catholic University of America*, M.A. thesis '63
- Techniques for effective studying. Leonard J. Porter. *Bus Tchg Aid A-5*. Prentice-Hall. 2 p Free
- Tutorial study for business. Sister M. Rosalina. *Cath Bus Ed R* 16: 26-28 Fall
- Vocational business education under the vocational education act of 1963. Hamden L. Forkner. *Bal Sheet* 45: 256-58 F
- What new directions are dictated for business education by the changing business environment? Edward J. Mortola. *EBTA J* 3: 4-6, 8 Fall
- What's new in business education in Indiana and elsewhere. *Ball State CJ* 35: 4-5 My
- BUSINESS English**
- Business English. R. Spence. *Texas Outlook* 47: 26-27 N '63
- Business English in communications. William C. Himstreet, Leonard J. Porter, and Gerald W. Maxwell. Prentice-Hall. 468 p \$4.32
- Business spoken here. Sarah Montoya. *Sec* 24: 12-13 S
- A checklist of paperback books for business communication. Robert E. Chapdu. *ABWA Bul* 28: 16-28 F
- College English and communication. Marie Stewart, Frank W. Lanham, and Kenneth Zimmer. Gregg. 532 p \$5.75
- Colons, semicolons. Mary Frances Files. *Today's Sec* 66: 46 Ap
- Commas, commas, commas. Mary Frances Files. *Today's Sec* 66: 36 Mr
- Commentary on the comma. Clare Shaw. *Sec* 24: 14-15 F
- The construction of a nationally standardized achievement test for high-school business English students. LeRoy A. Pemberton. *University of California at Los Angeles*, Ed.D. thesis '63; *J Bus Ed* 39: 253 Mr
- The development of a Q-sort to measure self-concept of writing competence. Charles B. Smith. *J Bus Ed* 39: 161 Ja; *Delta Pi Epsilon J* 6: 70-77 My
- English for business, 4th ed. Charles G. Parkhurst. Prentice-Hall. 423 p \$4.56 '63
- Evocative, provocative. Sarah Montoya. *Sec* 24: 26-27 N
- Projects in English class can help solve students' problems. Lenora M. Leven. *Bus Ed World* 45: 17-19 S
- Punctuation potpourri. Mary Frances Files. *Today's Sec* 66: 41 My
- Semantics and its implications for teachers of business communication. H. R. Jolliffe. *J Bus Communication* 1: 1-18 Mr
- Senior English: business emphasis. J. B. Carr. *English Journal* 53: 614-16 N
- 300 commas. Leonard J. West. Gregg. 112 p \$1.20
- What do you mean, grammar? Louis Foley. *Bus Ed World* 44: 26-27, 36 F
- Word finder, 2nd ed. Ruth I. Anderson, Lura L. Straub, and E. Dana Gibson. Prentice-Hall. 244 p \$1.80
- Word teasers. Elsie Leffingwell. *See* issues *Today's Sec*
- Words at work—compound fractures. Sarah Montoya. *Sec* 24: 10-11 My
- Words at work—more not-quite alike. Sarah Montoya. *Sec* 24: 24-25 F
- Words at work—what's in a name? Sarah Montoya. *Sec* 24: 18-19 Je-Jl
- You can say that again! Sarah Montoya. *Sec* 24: 20-21 O
- BUSINESS law**
- Business law, 7th ed., uniform commercial code volume. Ronald A. Anderson and Walter A. Kumpf. South-Western. 948 p \$7
- Business law quickie quiz. Margaret O. Madrox. *Sec* 24: 28 Ap
- Elements of accounting and business law essential to the preparation of accountants. Jack Whisenhunt. *University of Oklahoma*, Ed.D. thesis '63; *N Bus Ed Q* 33: 69 O
- How can I motivate my law class for review or for study?—business law puzzle. Mary Edna Seanor. *J Bus Ed* 39: 163, 174 Ja
- Introduction to business law. William Zelermyer. Macmillan. 427 p \$3.95
- The law of business contracts. Andrew J. Coppola and Harry Katz. Wiley. 192 p \$3.50
- Negotiable instruments and sales. George C.

BUSINESS law (continued)

Thompson and Gerald P. Brady. Wadsworth. 224 p \$2.25

On the side of the law. Kenneth B. Coffin. *See* issues Today's Sec

Teach for business law concepts in general business class. Agnes Lebeda. *Bus Ed World* 45: 5, 39 D

BUSINESS organization and management

Administrative financial management. Joseph F. Bradley. Holt. 623 p \$8.50

The alive approach to investing in stock.

Louise M. Goicoechea. *CBEA Bul* 22: 4 O

The analysis of management decisions, rev. ed. William T. Morris. Irwin. 560 p \$9.50

Business administration and economic education. Milton C. Olson and others. *N Bus Ed Q* 33: 5-20 D

The business establishment. Earl F. Cheit. Wiley. 256 p \$4.95

College business organization and management, 3rd ed. Edwin A. Robinson and J. Curtis Hall. Gregg. 446 p \$5.75

A conceptual approach to business characteristics of an integral order. Brother Leo V. Ryan. *Cath Bus Ed R* 15: 22-31 Spring

A conceptual approach to business components of an internal order. Leo V. Ryan. *Cath Bus Ed R* 15: 31-40 Winter

An economic study of the growth of the Mankato citizens telephone company, 1898-1962. Larry Gale Jones. Mankato State College, M.S. thesis '63

Educational, professional, and cultural factors contributing to the selection of potential business and industrial managers. John Mark Johns. *N Bus Ed Q* 33: 37 O

An evaluation of the Ohio wholesale management development program. Charles N. Pappas. Ohio State University, Ph.D. thesis

The function of collateral readings in teaching management principles. Max B. Jones. *Coll N & V* 17: 7-9 My

Government and business. John P. Wernette. Macmillan. 531 p \$7.95

How to teach a unit on co-operatives. J. Charles E. Lord. *Bus Ed World* 44: 23, 34 F

Income tax procedure, 1964 ed. Rolin Niswonger and James B. Bower. South-Western. 260 p \$4.40

Long-range planning in business. Murray L. Weidenbaum. *J Bus Ed* 39: 199-200 F

Management principles and practice, 2nd ed. Dalton E. McFarland. Macmillan. 684 p \$7.95

Management: readings toward a general theory. William B. Wolf. Wadsworth. 352 p \$3.95

The managerial mind. David W. Ewing. Free Press. 224 p \$5.95

The managing of organizations. Bertram M. Gross. Free Press. 1995 p (two volumes) \$25

Money and banking, 3rd ed. Eugene S. Klise. South-Western. 778 p \$7.25

Money and stock prices. Beryl W. Sprinkel. Irwin. 216 p \$4.50

The natural objectives of the business enterprise. Brother Leo V. Ryan. *Cath Bus Ed R* 15: 5-15 Summer

The organization-game RESAG. Hans Ulrich. *Inter Rev for Bus Ed* 63: 35-39 Mr

A plague on both your houses. Samuel J. Mantel and Gerhard Rosegger. *Coll N & V* 17: 7-11 Mr

Principles of finance, 2nd ed. Carl A. Dauten and Merle Welshans. South-Western. 678 p \$7.50

Principles of management, 4th ed. George R. Terry. Irwin. 837 p \$8.50

Reading the financial pages. Helen S. Cloyd. *J Bus Ed* 40: 85-86 N

The senate looks at business failure. Russell B. Long. *Bal Sheet* 45: 252-53, 259 F

A study of bonded indebtedness in the American states, 1940-1960. Deward E. Benton. Auburn University, M.S. thesis '63

Study of business as a phase of the preparation of pharmacists. Dale B. Hanson. University of Oklahoma, Ed.D. thesis '63; *J Bus Ed* 39: 253 Mr; *N Bus Ed Q* 33: 26 O

A study of State farm insurance companies' management training programs. Leo A. Kiesewetter. Illinois State Normal University, M.S. thesis '63

The utilization of accounting records in the operation and management of small consumer service-type business. John H. Rich. Indiana University, Ed.D. thesis

You and the investment world, rev. ed. School and College Relations, New York Stock Exchange, 11 Wall Street, New York, New York 10005

BUSINESS schools

Boston opens the door for business school graduates. Jack Nesson. *Bal Sheet* 46: 151, 187 D

Business school features training in computer use. Milton Cagan. *Data Processor* 4: 12-13 Ja

The commission's corner. J. R. Taylor. *See* issues Compass

A decade of service—the accrediting commission for business schools. Harold B. Post. *Bal Sheet* 45: 214-15 Ja

Executive director's notebook. Richard A. Fulton. *See* issues Compass

The independent business school and community leadership. Jay W. Miller. *J Bus Ed* 39: 147-48 Ja

The independent business school curriculum. Milo O. Kirkpatrick, Jr. *N Bus Ed Q* 32: 88-93 My

The independent business school in American education. Jay W. Miller and William J. Hamilton. Gregg. 258 p \$5

Make known your school's importance to the economy of your community. *Compass* 28: 3 Ap

More research planned for specialty oriented students. *Compass* 28: 10 My

Power reading?? whazzat?? Richard Knapp. *EBTA J* 2: 56-58 Spring

The private business school. Leonard J. Porter. *P-H Bus Ed Newsletter* 16: 1 Fall

Private business schools. James G. Stauffer. *EBTA Y* 37: 231-37

South-western survey reveals higher enrollments, tuition. *Compass* 28: 1, 13 Mr

10,000 years of service and going strong—the independent business school—depend-

- able American institution. *Bus Tchr* 41: 14-15 My-Je
 With the private business schools. Larry L. Luing. *See* issues *Bus Tchr*
BUSTER, Phil A.
 Political terms. *Today's Sec* 67: 55-56 N
BUTCHER, Stephen
 How can we make education for business respectable? *Bus Ed J* 12: 3, 22 Fall
 Methods for college- and university professors? *J Bus Ed* 39: 239-40 Mr

C

- CAGAN, Milton**
 Business school features training in computer use. *Data Processor* 4: 12-13 Ja
CAIN, Geraldine Smith
 Some effects of organization structure on learning. *Pennsylvania State University, Ed.D. thesis* '63
CAIN, Marietta
 Practical project assignments. *Typ News* 34: 6-7
CALDER, Ebenezer
 An experimental study to determine the relative merits of teaching a practical college bookkeeping course at Bemidji state college as a preparatory learning experience for the college elementary accounting course. *University of North Dakota, Ed.D. thesis*
CALDWELL, J. Edward
 Bookkeeping and related subjects. *EBTA Y* 37: 94-130
CALEO, Robert L.
 What's happening in the office? *Admin Mgt* 25: 24-28 Ja
CALHOUN, Calfreyc C.
 Tabulation taught through drawings. *Bal Sheet* 45: 307-308 Mr
See also McCrimmon, Julia
CAMBIER, Dennis W.
 Show them the truth in selling. *Bus Ed World* 44: 17, 30 Je
 Use a mock scale to build economic concepts. *Cath Bus Ed R* 15: 50-51 Winter
CAMERON, Mary O.
 The booster and the snitch. *Free Press*. 214 p \$5.95
CAMILLUCCI, Lewis A.
 A comparison of business and non-business students in the junior class at Hueneme high school, Oxnard, California, on the basis of test scores available as a result of the 1962-63 testing program. *San Jose State College, M.A. thesis* '63
CANFIELD, Bertrand R.
 Public relations: principles, cases, and problems, 4th ed. *Irwin*. 638 p \$8.95
CARE, Elsie G.
 The general business course. *EBTA J* 2: 79-80 Spring
CARLSON, Arthur E.
 A career in bookkeeping and accounting. *Bus Ed Forum* 18: 10-11 Ja
CARLSON, Marie E. and Gayle A. Stelter
 Let's sell business education in our own school first. *Bus Ed World* 45: 24-25 O
- CARPENTER, Lewis**
 New direction for Flint's distributive education program. *MBEA News Bul* 30: 3 O
CARPENTER, William and Joseph Lesak
 Accounting—bookkeeping—recordkeeping: a three-track program. *Bus Ed Forum* 18: 21, 23 F
CARR, Gene
 The boss-secretary relationship. *J Bus Ed* 39: 291-93 Ap
CARR, J. B.
 Senior English: business emphasis. *English Journal* 53: 614-16 N
CARSON, A. B., J. S. Sherwood, and Clem Boling
 Accounting essentials for the secretary, 2nd ed. South-Western. 192 p \$2.92
CARTER, Deane M.
 Office management—a new frontier. *Coll N & V* 17: 25-27 My
CARTER, Ruth B.
 Standards of personal conduct for the office worker. *Bus Ed Forum* 18: 32-33 My
CASE, Lola Austin
 An analysis of practices recommended by colleges and universities for the guidance of students writing theses or dissertations. *Indiana University, Ph.D. thesis* '63; *N Bus Ed Q* 33: 14 O
CASEY, Sister Mary Raymonda
 An analysis of selected in-service training programs for beginning office workers in the greater Boston area with implications for revision of the business education curriculum of secondary schools, 1961-1962. *Catholic University of America, M.A. thesis* '63
CATHCART, Ruth
 Teaching closing entries. *Ohio Bus Tchr* 24: 59-62
CAWLEY, Sister M. Eileen
 A study of the guidance services for business education students in the secondary schools of Baltimore, Maryland, 1961-1962. *Catholic University of America, M.A. thesis* '63; *N Bus Ed Q* 33: 55-56 O
- CERTIFIED professional secretaries**
 Applying and qualifying for the examination. Margaret J. Miller and Helen F. Clement. *Sec* 24: 30-31, 33 O
 A challenging experience. Sister M. Alexius Wagner. *P-H Bus Ed Newsletter* 16: 3 Fall
 Frequently asked questions about Section V, secretarial skills. Mina Johnson. *Sec* 24: 26-27 F
 From secretary to CPS. Galen Stutsman. *Ohio Bus Tchr* 24: 64, 95
 Secretarial skills—section V from 1964 certified professional secretary examination. *Sec* 24: 24-27 O
 Secretaries say. Mina Johnson. *Sec* 24: 12-13 Ap
 Some suggested dos and don'ts. Mina Johnson. *Sec* 24: 4 Mr
 Standardization of professionalism for the secretary. Mina M. Johnson. *Bus Ed Forum* 19: 24-25 D
- CHACE, Franklin T., Robert E. Schmiedicke, and J. F. Sherwood**
 Principles of cost accounting, 4th ed. South-Western. 312 p \$3.24

CHACHERE, Raymond D.

An evaluation of the Sam Houston state teachers college business administration department by 1950 to 1960 bachelor of business administration graduates. Sam Houston State Teachers College, M.A. thesis '63; N Bus Ed Q 33: 14-15 O

CHANDLER, Dorothea

Selected pages from the past. ABWA Bul 28: 8-13 F

CHAPDU, Robert E.

A checklist of paperbound books for business communication. ABWA Bul 28: 16-28 F

CHARVONIA, Ronald

Are you equipping your students for advancement? Bus Ed World 44: 25, 31 Ja

CHEATHAM, Orie A.

The junior college movement with emphasis on a follow-up study of terminal students graduated from selected Missouri junior colleges to determine the relationship between their college training program and their present occupation. J Bus Ed 40: 30 O

CHEIT, Earl F.

The business establishment. Wiley. 256 p \$4.95

CHRISMAN, Ethel R.

Standards of promotion for beginning office workers. Bus Ed Forum 18: 27-29 My

CHRISTENSEN, G. Jay

Atmosphere for learning: chaos or creativity. Bus Ed Forum 18: 23, 29 Ap

Forms design application to modern business forms. Data Processor 4: 10-12 Ja; 7-12 F; 6-11 Mr; 8-11 Ap; 9-11 My

How to teach more in less time in business math. J Bus Ed 40: 112-14 D

CHRISTIAN, Willard A.

Teaching typewriting in summer school. Bal Sheet 45: 344-46 Ap

CLANTON, Richard D.

The future business leaders of America organization. Amer Voc J 39: 20 D

CLAXTON, Betty C.

Teaching telephone usage. Bus Ed Forum 18: 42, 46 My

CLAYTON, Dean

Competition motivates typewriting students. Bal Sheet 46: 158-59 D

Incidental learning of economic concepts in beginning typewriting classes. J Bus Ed 39: 160 Ja

Timed writings with economic content. Oklahoma Council on Economic Education, Oklahoma State University, Stillwater, Oklahoma. \$4.00 '63

CLAYTON, Don E.

Psychology promotes speed in typewriting. Bal Sheet 46: 113, 142 N

CLEARY, Joseph B.

Programmed instruction in pretranscription training. BEA Y 25: 140-49

Some personal views on shorthand instruction in the high school. Bus Ed Forum 19: 17-18, 26 D

CLEMENT, Helen F.

See Miller, Margaret J.

CLERICAL training

Clerical office practice program. Bryce W. Yourd. EBTA Y 37: 143-67

Clerical practice and the potential dropout.

Eleanor Kane. J Bus Ed 39: 191-94 F

Clerical record keeping—an analytical appraisal. Louis D. Mason. Bal Sheet 45: 212-13 Ja

The effect of technology on clerical occupations. William Selden. EBTA Y 37: 33-50

Fitzgerald solves the boy problem. Donald Leverenz. J Bus Ed 40: 23-24 O

How to teach clerical practice to slow learners. Abraham Ellenbogen. Bus Ed World 44: 26, 35 Ap

New developments in clerical practice. Matthew M. Jasner. EBTA J 3: 38-40 Fall

New directions in the preparation of book-keeping and clerical personnel. B. Lewis Keeling. NEBA Y 2: 213-28

Preparing the lower one-third in general scholastic ability for business employment. Elvin S. Eyster. J Bus Ed 39: 180-81 F

A survey to determine the knowledges and skills needed by clerical workers in first-level entry occupations in digital computer installations. Adaline D. Jones. Ohio State University, Ph.D. thesis

Teaching telephone usage. Betty C. Claxton. Bus Ed Forum 18: 42, 46 My

Those finishing touches in office practice. Norman F. Kallaus. Bus Ed Forum 18: 26, 30 Ap

Try these letter-writing problems. William H. Bonner. Bus Ed Forum 18: 21 Mr

CLOW, Cletus A.

The office practice class of today. BEA Y 25: 102-107

CLOYD, Helen Smith

An analysis of current practices in cost accounting in school districts. Michigan State University, Ph.D. thesis '63; N Bus Ed Q 33: 15 O

A follow-up of business education graduates. Bal Sheet 46: 66-68 O

How to get more intellectual output in general business. Bus Ed Forum 18: 43 My

Reading the financial pages. J Bus Ed 40: 85-86 N

COFFIN, Kenneth B.

On the side of the law. See issues Today's Sec

COHEN, Irwin A. and others

A survey of business education in the public schools of New England. Boston University, Ed.M. thesis '63

COHEN, Jerome B. and Arthur W. Hanson

Personal finance: principles and case problems, 3rd ed. Irwin. 826 p \$8.50

COLBERT, Marshall R., Dascomb R. Forbush, and Gilbert R. Whitaker

Business economics: principles and cases, 3rd ed. Irwin. 727 p \$8.95

COLEMAN, Brendan G.

See Haines, Peter G.

COLLEGES and universities

Administration and supervision of business education in state colleges of education.

Louis C. Nanassy. N Bus Ed Q 32: 31-40 My

The administration and supervision of business education on the university level. William C. Himstreet. N Bus Ed Q 32: 17-22 My

Administrative problems of business educa-

- tion on the collegiate level. Lewis R. Toll. N Bus Ed Q 32: 5-16 My
- An analysis of the duties and responsibilities of college registrars and the place of business and other competencies in the performance of their duties. Jacqueline F. Mara. Boston University, Ed.M. thesis '63
- An analysis of the factors relating to the career choice and to the career satisfactions and discouragements of selected college business education teachers. Orvid Jay Owens. Colorado State College, Ed.D. thesis
- An appraisal of the business curriculum of the college of Great Falls, Great Falls, Montana, 1952-1962. Sister Helen Paula Grant. University of North Dakota, M.A. thesis '63; N Bus Ed Q 33: 50 O
- Are undergraduate business administration schools doing their job? Herbert G. Hicks. Coll N & V 18: 1-5 D
- Business education in liberal arts colleges. George W. Anderson. N Bus Ed Q 32: 67-71 My
- Business education in the liberal arts curriculum. Max O. McKittrick. N Bus Ed Q 32: 72-80 My
- The college secretarial student. Lionel H. Mercier. Bus Tchr 41: 22 My-Je
- Collegiate education for business in the 60's. R. F. Patterson. Coll N & V 17: 1-6 Mr
- Collegiate schools of business. Leo Niemi. EBTA Y 37: 195-214
- Collegiate secretarial curricula. Earl A. Dvorak. J Bus Ed 40: 101-102 D
- The critical mind and the critical review. Rom J. Markin. Coll N & V 17: 22-24 My
- Differences in academic achievement in an undergraduate college of business among students having different backgrounds of high school preparation. Calvin E. Kennedy. University of Nebraska, Ph.D. thesis '63; J Bus Ed 39: 206-207 F
- Economics in the universities and colleges. Frank T. deVyver. Coll N & V 17: 1-5 My
- The effect of computers and data processing on college curricula. William J. Hoben. Data Processor 5: 4-6 O
- An experiment in intercollegiate cooperation. Martin Giesbrecht. Coll N & V 17: 13-15 Mr
- The graduate communication curriculum. William J. Lord, Jr. ABWA Bul 29: 17-20 D
- Methods for college and university professors? Stephen Butcher. J Bus Ed 39: 239-40 Mr
- Minuteman graduate school: a test of versatility for the Ohio state university. Robert E. Hastings. Coll N & V 18: 13-17 D
- National association for business teacher education—roster of member colleges and universities, 1964-1965. N Bus Ed Q 33: 68-72 D
- Needed—balance in the business faculty. William D. Litzinger. Coll N & V 18: 7-9 O
- Office education in the university. Rosemary Cummins. MBEA News Bul 29: 3 F
- The prediction of graduate school achievement from undergraduate grade-point averages and admission test for graduate study in business scores. James E. Higdon, Jr. University of Tennessee, M.S. thesis '63; N Bus Ed Q 33: 31 O
- The purchase and replacement of machines and equipment for college departments. Lars G. Crandall. N Bus Ed Q 32: 81-87 My
- The state college of education business curriculum. Paul F. Muse. N Bus Ed Q 32: 41-66 My
- A study of college choice. Bernard A. Reed. New York University, Ed.D. thesis '63
- A study to determine the effectiveness of the business education curriculum at Tennessee agricultural and industrial state university as revealed by a follow-up study of graduates for the period 1956-1960. Zola M. Walker. Tennessee A. & I. State University, M.S. thesis '63; N Bus Ed Q 33: 64-65 O
- Teaching—affects the quantity and quality of economics majors. Reuben E. Slesinger. Coll N & V 18: 1-6 O
- The university business education curriculum. Arnold C. Condon. N Bus Ed Q 32: 23-30 My
- Utilize part-time faculty in education for business. Robert E. Schmiedicke. Bal Sheet 45: 398-400 My
- COLLIER, Eleanor Rust**
Education for today's mass communications. EBTA J 2: 46-50 Spring
- COLLINS, Irma K.**
Typing assignments can be tied in with economics projects. Bus Ed World 45: 24-25 N
- COLLINS, L. M. and Dorothy Selinger**
Multiple listening stations for teaching shorthand transcription and typewriting. EBTA J 3: 28-32 Fall
- COMMUNICATIONS**
Business communications, 2nd ed. William C. Himstreet and Wayne M. Baty. Wadsworth. 443 p \$7.50
- Business English in communications. William C. Himstreet, Leonard J. Porter, and Gerald W. Maxwell. Prentice-Hall. 468 p \$4.32
- A checklist of paperbound books for business communication. Robert E. Chapdu. ABWA Bul 28: 16-28 F
- College English and communication. Marie Stewart, Frank W. Lanham, and Kenneth Zimmer. Gregg. 532 p \$5.75
- Communication—the no. 1 goal. Leonard J. Porter. Bus Ed in Action 3: 10
- Communications quickie quiz. Edward A. Perkins, Jr. and Robert E. Wiper. Sec 24: 28 F
- Education for today's mass communications. Eleanor Rust Collier. EBTA J 2: 46-50 Spring
- The graduate communications curriculum. William J. Lord, Jr. ABWA Bul 28: 15-21 Ap; 29: 17-20 D
- An honest appraisal of honesty in communication. Bernard Sarachek. J Bus Communication 2: 11-17 O
- Management's communication trusteeship. Paul M. Dauten, Jr. J Bus Communication 2: 25-34 O
- The programmed sequence as an exercise in precise writing. James E. Wade. J Bus

COMMUNICATIONS (continued)

- Communication 2: 35-38 O
 Some aspects of communication. Louis Foley. J Bus Communication 1: 25-42 Mr
 Travelin' Pete talks turkey! John T. Maguire. ABWA Bul 29: 11-16 D
 Truth in communication. O. Hobart Mowrer. J Bus Communication 2: 18-23 O
 Two theories of communication. William C. Himstreet. P-H Bus Ed Newsletter 15: 1 Spring
 Writing and communicating. J. Harold Janis. Macmillan. 502 p \$6.95

COMMUNITY resources

- Applying community resources to basic business subjects. John C. Roman. Ball State CJ 35: 12-14, 18 F
 The industry tour—a motivating force. Adrian Trimpe. Bus Ed Forum 18: 22 Mr
 The local community—a general business laboratory. Robert H. Meyer. J Bus Ed 39: 333-35 My
 The teacher can learn from community resources. John E. Binnion. Ball State CJ 35: 6-9 My

COMPTON, Edith Marie

- A comparison of the elementary bookkeeping procedures taught in high school to those used by business firms in Lamar, Missouri. Kansas State College of Pittsburg, M.S. thesis '63

CONDON, Arnold C.

- How can shorthand be introduced most effectively? The case for the writing approach. Bus Ed Forum 19: 10, 22 O
 Survey of selected phases of business information and business education with implications for teaching. CBEA Bul 21: 8-10 My
 The university business education curriculum. N Bus Ed Q 32: 23-30 My

CONINX, Sadie

- An analysis and classification of errors made by secondary school students in typewriting at the end of the first semester. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 16 O

CONNELLY, Mary E.

- Business education—serving all youth. EBTA J 3: 2 Fall

CONOVER, Hobart H.

- Basic business area—economics, general business, consumer economics. EBTA Y 37: 77-93

See also Reed, Clinton A.

CONSUMER education

- Basic business area—economics, general business, consumer economics. Hobart H. Conover. EBTA Y 37: 77-93
 Consumer information test. Delta Pi Epsilon J 6: 121-34 JI
 A course of study for consumer economics. Ellis Jordon. San Diego State College, M.A. thesis '63
 Creativity and money management understandings. Wanda A. Blockhus. University of Minnesota, Ph.D. thesis '63; N Bus Ed Q 33: 9-10 O
 Current developments in consumer economics. I. David Satlow. See issues Bus Ed World

- Factorial structure of selected consumer choice parameters and their relationship to personal values. J. R. Rizzo and J. C. Naylor. J Ap Psychol 48: 241-48 Ag
 Facts and figures. See issues Topics

- Finance facts year book, 1964. National Consumer Finance Association, 1000 Sixteenth Street, N.W., Washington, D. C. 63 p

- Investment as a topic in courses offered in the public secondary schools. Audra Whitford. Teachers College, Columbia University, Ed.D. thesis

- Man, money, and meaning—a report on family finance education. Topics 13: 1-4 Spring

- Personal finance: principles and case problems, 3rd ed. Jerome B. Cohen and Arthur W. Hanson. Irwin. 826 p \$8.50

- Relationships between high school pupils' information and attitudes toward personal finance. A. Donald Beattie. Delta Pi Epsilon J 6: 97-109 JI

- Selected areas of personal economics conceptually defined. E. Carl Hall. University of Wisconsin, Ed.D. thesis

- Short course in economics and thrift. Pennsylvania School Journal 112: 104 N '63

- Survey of student opinions toward personal finance. Delta Pi Epsilon J 6: 110-20 JI

- Teenage dollars need direction: 22½ million new consumers spend \$11 billion yearly. Topics 14: 4-9 Fall

- Working wives: a roundup of facts and implications for family finance educators. Topics 13: 7-11 Spring

COOK, Fred S.

- Kaleidoscope. See issues Sec

- Oreos. CBEA Bul 22: 8-10 D

- Team teaching in business education. NBEA Y 2: 95-106

- Your future education. Sec 24: 22-23 F

COOPERATIVE education

- Boston opens the door for business school graduates. Jack Nesson. Bal Sheet 46: 151, 187 D

- A comparative analysis of surveys taken in Iowa public schools in 1952 and 1962 relative to the status and future of cooperative work-experience programs in business occupations. Judith Hermanstorfer. State College of Iowa, M.A. thesis '63

- Cooperative work experience in the small high school. Jean Gute. CBEA Bul 22: 1, 3 O

- How high school cooperative trainees fare in the labor market. Peter G. Haines and Brendan G. Coleman. N Bus Ed Q 33: 23-24 O

- In-school cooperative secretarial training. David J. Kappel. H Points 46: 46-48 Ja

- Let the employer be a teaching colleague. Beverly Hackett. Bal Sheet 45: 298-99 Mr

- Maximum benefits from the cooperative work experience program. Marian H. Thorne. J Bus Ed 39: 327-29 My

- A proposed cooperative program in distributive education at Niles township high school west in Illinois. Frank B. Fitzpatrick. University of Wisconsin, M.S. thesis '63

- Standards for selecting work stations for cooperative part-time students. Pearl L.

- Raines. *Bus Ed Forum* 18: 34-36 My
- A study of cooperative office work-experience programs in the state of Connecticut with implications for business education at the Rocky Hill high school. Wanda L. Buckowski. *Central Connecticut State College*, M.S. thesis '63; *N Bus Ed Q* 33: 13 O
- A study to determine the feasibility of an office cooperative work experience program in the Henderson attendance area of the Clark county school district, Las Vegas, Nevada. Gladys M. White. *University of North Dakota*, M.S. thesis '63; *N Bus Ed Q* 33: 69 O
- Work-study program cooperates with industry. Sid R. Peters and J. William Harrison, Jr. *Bal Sheet* 45: 352-54 Ap
- COPPOLA, Andrew J. and Harry Katz
The law of business contracts. Wiley. 192 p \$3.50
- CORCORAN, A. Wayne
Matrix bookkeeping. *J Accy* 117: 60-66 Mr
- COX, Lois Johnson
Testing the performance of a program in payroll mathematics at Cave Springs high school, Roanoke, Virginia. *Virginia Polytechnic Institute*, M.S. thesis '63; *N Bus Ed Q* 33: 16-17 O
- CRANDALL, Lars G.
The purchase and replacement of machines and equipment for college departments. *N Bus Ed Q* 32: 81-87 My
- CRANK, Doris H.
How can facility with the shorthand system be developed best? The case for word lists and theory tests. *Bus Ed Forum* 19: 12, 22 O
- CRAWFORD, T. James
Maximizing opportunities in typewriting. *Bus Ed Forum* 19: 5, 12 N
- Typewriting and the vocational education act. *Bus Ed Forum* 18: 18 Mr; 24 Ap
- CRESCI, Gerald D.
Junior colleges are partners in higher education. *CBEA Bul* 21: 13 Mr
- CREWDSON, Norma N.
A comparison of the effect of accuracy in transcription from outlines or context. *University of Minnesota*, M.A. thesis '63; *N Bus Ed Q* 33: 17 O
- CROUT, George
Economics must be taught at all levels. *Ohio Sch* 42: 24 My
- CRUNK, Dorothy E.
Join the parade? *Bal State CJ* 35: 3 My
- Your gremlins of opportunity—they'll point the way! *Bal State CJ* 35: 14-15, 18 My
- CULBERTSON, Karen
Wake up to general business. *CBEA Bul* 22: 6 O
- CULVER, Gordon F.
Issues in shorthand and transcription. *Bus Ed Forum* 19: 5 O
- Practices and trends in student teaching in business teacher education. *N Bus Ed Q* 32: 22-27 Mr
- CUMMINS, Rosemary
Office education in the university. *MBA News Bul* 29: 3 F

CURRICULUM

- Advanced placement program for college-level business subjects. Arnold H. Scolnick. *N Y Soc Exp Study Ed Yrbk* 53-55 '63
- Business education in the liberal arts curriculum. Max O. McKittrick. *N Bus Ed Q* 32: 72-80 My
- The business teacher education curriculum—a study of subject-matter elements (part 2). *Bulletin* 81. John L. Rowe, ed. National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D. C. 20036 73 p \$1.25
- An evaluation of curriculum practices and trends in business education. S. J. Wanous. *NBEA Y* 2: 21-38
- Everything's up to date in Kansas City. Howard J. Ross. *Bal Sheet* 46: 106-107, 142 N
- Frequent questions about the business curriculum. Leonard J. Porter. *Bus Tchg Aid Z-5*. Prentice-Hall. 2 p Free
- Guidelines for curriculum planning in business education for secondary schools. *Bus Ed Forum* 19: 1-3 D
- The independent business school curriculum. Milo O. Kirkpatrick, Jr. *N Bus Ed Q* 32: 88-93 My
- Let's not downgrade the commercial diploma. Hazel M. Korey. *H Points* 46: 31-33 My
- NABTE curriculum study. Lewis R. Toll and others. *N Bus Ed Q* 33: 3 D
- New curriculum patterns in business education. Howard L. Newhouse. *Bus Ed Forum* 18: 19, 26 F
- Social principles in the high school curriculum. Sister Irma Jean. *Cath Bus Ed R* 16: 20-25 Fall
- The state college of education business curriculum. Paul F. Muse. *N Bus Ed Q* 32: 41-66 My
- Thirty-nine commercial diplomas. George E. Milham. *H Points* 46: 49-51 Ja
- Those 39 commercial diplomas should have been destroyed! *Ruth Benefeld*. *H Points* 46: 26-28 My
- The university business education curriculum. Arnold C. Condon. *N Bus Ed Q* 32: 23-30 My

D

- DABKOWSKI, Elaine
Business teacher work experience. *Bal Sheet* 46: 96 O
- daCOSTA, Marjorie
Arts and crafts terms. *Today's Sec* 67: 57-58 S
- DAILY, Victoria
Teaching economics in general business. *Bus Ed J* 11: 16-17 Winter
- DAIUTE, Robert J.
Scientific management and human relations. Holt. 201 p \$2.95
- DAMGAARD, John A.
Teacher training programs in electronic data processing. *EBTA Y* 37: 215-30
- D'AMICO, Dorothy and Nancy Pline
Closed-circuit television for typewriting. *Sincerely Yours* 16: 8 Ap

- DAMON, G. Edward
Bookkeeping mechanization—who's afraid?
Bus Ed Forum 19: 7, 16 D
- DANNENBERG, Raymond A.
The challenge to distributive education.
MBEA News Bul 30: 2 O
- DARST, Marian J.
Teaching computer theory, hands off. Data
Processor 5: 6-9 O
- DAUTEN, Carl A. and Merle Welshans
Principles of finance, 2nd ed. South-Western.
678 p \$7.50
- DAUTEN, Paul M., Jr.
Management's communication trusteeship. J
Bus Communication 2: 25-34 O
- DeVEE, R. Lowell
Typing belongs in junior high. Bus Ed in
Action 3: 8-9
- DAVIDSON, Jerry C.
A study of the first-year typewriting timed
writing and production speed standards in
a selected group of metropolitan secondary
schools. Kansas State College of Pittsburg,
M.S. thesis '63
- DAVIS, Arlette and James Powell
The last step—the follow-up. CBEA Bul 21:
5 My
- DAVIS, Mary A.
A proposed plan for integrating second-year
typewriting with the teaching of library
skills. University of Georgia, M.Ed. thesis
'63
- DAVISON, Wayne D.
A study of the reasons why selected business
education subjects are not taught in the
public schools of North Dakota. University
of North Dakota, M.S. thesis '63; N Bus
Ed Q 33: 17-18 O
- DeBERARD, Philip E., Jr.
Business communications at Southern Bell.
ABWA Bul 28: 24-27 My
- DeBROSS, Judy
A comparative analysis of the status of busi-
ness education in Kansas secondary schools
for 1962-63. Bus Ed J 12: 4-11 Fall
- DEIHL, Lincoln
Factors contributing to the selection of first-
level office supervisors with implications
for business education. Ohio State Univer-
sity, Ph.D. thesis
Training the first-level office supervisor. Bal
Sheet 46: 155-57, 191 D
- DEITZ, James Emery
Economic understanding of senior students in
selected California high schools. Univer-
sity of California, Los Angeles, Ed.D.
thesis '63; J Bus Ed 39: 206 F; N Bus Ed
Q 33: 18-19 O
- DELTA Pi Epsilon
Bulletin board ideas for office practice. Alpha
Alpha Chapter of Delta Pi Epsilon, Colo-
rado State College, Greeley, Colorado.
\$1.50
Business education index — 1963. Louis C.
Nanassy. Gregg. 70 p \$2
Delta Pi Epsilon surveys notehand. Bus Tchr
42: 17, 34 S-O
Relationships between high school pupils' in-
formation and attitudes toward personal
finance. A. Donald Beattie. Delta Pi Epsi-
lon J 6: 97-109 JI
- DEL TURCO, Lorraine
Handling all levels of ability in the classroom.
Bus Ed World 44: 20-22 F
Teach stencil and spirit masters in advanced
typing. J Bus Ed 39: 145-46 Ja
- DeMOND, Albert L.
See Dorrr, Eugene L.
- DeNEVE, Lynda
A survey of the teaching of duplicating in a
selected group of Kansas high schools.
Kansas State College of Pittsburg, M.S.
thesis '63
- DENNY, Paul R.
Shorthand corner. See issues Bus Ed World
- DES MARAIS, Philip H.
New developments in occupational training
and vocational education. Bal Sheet 46:
21-23 S
- DEUEL, Regis P.
The 1970's in distributive education. BEA Y
25: 48-55
Salesmanship: is there a role for business
educators? J Bus Ed 40: 25-26 O
- deVYVER, Frank T.
Economics in the universities and colleges.
Coll N & V 17: 1-5 My
- DeWALD, Franklin K.
Placement opportunities. MBEA News Bul
29: 8 My
- DeWITT, N.
Soviet economic education. Comparative Edu-
cation Review 7: 262-66 F
- DICKENS, Lloyd T.
Teaching bookkeeping in class A schools in
the state of Texas. Sam Houston State
Teachers College, M.A. thesis '63; N Bus
Ed Q 33: 19-20 O
- DICKEY, Robert I.
See Walker, Lauren
- DICTATION
Actual dictation tests. Leonard J. Porter.
Prentice-Hall. 15 p \$1.25 net prepaid
The confidence-pressure method of building
shorthand speed. Leonard J. Porter. Bus
Tchg Aid S-8. Prentice-Hall. 2 p Free
Development and evaluation of multiple-
channel dictation tapes in beginning short-
hand classes. Elise Douglass Palmer. Uni-
versity of Tennessee, Ed.D. thesis '63; N
Bus Ed Q 32: 28-38 Mr; 33: 45-46 O
Dictation for building speed from 100 to 120
wpm. Leonard J. Porter. Prentice-Hall. 17
p \$1.25 net prepaid
Dictation for each month. Leonard J. Porter.
Prentice-Hall. 15 p \$1.25 net prepaid
Dictation for secretarial success. Leonard J.
Porter. Prentice-Hall. 15 p \$1.25 net pre-
paid
Dictation for vocabulary building. Leonard J.
Porter. Prentice-Hall. 14 p \$1.25 net pre-
paid
Dictation laboratory. Sister Mary Roberta.
Cath Sch J 64: 80-81 My
Gregg dictation tapes, group E, shorthand
speed development tapes. Gregg. 45 reels
\$315
Gregg student dictation practice records.
Gregg. Speed set four (4 records) \$2.25;
Speed set five \$2.25; Speed set six \$2.25

- Needed: a new way to measure difficulty of dictation matter. Has the syllabic intensity yardstick lost its magic? Morris Mellinger. *Bus Ed World* 45: 9-11 N; Let's adopt the yardstick of a word frequency index. 13-15, 30 D
- Office-style dictation in school-style classes. Mildred P. Levenson. *J Bus Ed* 39: 323-24 My
- Planning for multiple outlets. Jack Banerdt. *J Bus Ed* 39: 187-88 F
- Roundup of dictation labs. Lewis R. Toll and others. *Bus Ed World* 44: 13-22 Ja
- So your boss is a problem dictator. Peggy Norton Rollason. *Today's Sec* 66: 44-45, 70 Mr
- Teach dictation with the typewriter. J. H. Griffin. *Bus Ed World* 45: 10-11 S
- The use of dictating equipment in the teaching of shorthand. Miriam Tecco Borthwick. *Ohio Bus Tchr* 24: 68-73
- The validation of a formula for predicting the difficulty of shorthand dictation material. Harry W. Baggett, Jr. University of Minnesota, Ph.D. thesis
- We want more dictation material. Charles E. Zoubek. *Bus Tchr* 42: 4, 33 N-D
- DIEHL, Edna L.**
Guidance services at Davison high school. *MBA News Bul* 29: 4 My
- DILL, S. Leland and Donald L. Adams**
Automated auditing. *J Accy* 117: 54-59 My
- DIRKSEN, Charles J. and Arthur Kroeger**
Advertising principles and problems, rev. ed. Irwin. 746 p \$8.95
- DISTRIBUTIVE education**
Adult preparatory education for careers in distribution. Eugene L. Dorr and Albert L. DeMond. *Bus Ed Forum* 18: 16-18 Ap
- Appraisal of distributive teacher-coordinator behavior. Harland E. Samson. *Delta Pi Epsilon J* 7: 13-22 N
- Business and distributive education: issues, developments, principal's view. Vernon V. Payne, Theodore Woodward, and C. Parry. *Nat Assn Sec Sch Prin Bul* 47: 7-18 N '63
- A career in the distributive occupations. Warren G. Meyer and Harold O. Toupin. *Bus Ed Forum* 18: 12-14 Ja
- Careers in distribution. H. A. Schoonover and Mary K. Klaurens. *Future Bus Leader* 18: 5-7 Spring
- The challenge to distributive education. Raymond A. Dannenberg. *MBA News Bul* 30: 2 O
- The college directed occupational experience program. Edward T. Ferguson, Jr. *Bus Ed Forum* 18: 44-45 My
- Critical requirements for distributive education teacher-coordinators. Harland E. Samson. University of Minnesota, Ph.D. thesis
- Distributive education. John A. Beaumont. *Ed* 85: 221-27 D
- DECA prepared for new challenges. Harry A. Applegate. *Am Voc J* 39: 22-24 Mr
- Distributive education, Detroit public schools. Ann Lind. *MBA News Bul* 30: 3-4 O
- Distributive education—extra assignment. William Hailes and Edwin Bernard. *J Bus Ed* 39: 237-38 Mr
- Distributive education, Muskegon county community college. Wallace Hettle. *MBA News Bul* 30: 4-5 O
- Distributive education now and in the 1970's. Peter G. Haines and Rex C. Toothman. *BEA Y* 25: 31-39
- Distributive education program. Ralph E. Mason. *EBTA Y* 37: 168-79
- Distributive education: taking stock. J. Siegel. *N Y Soc Exp Study Ed Yrbk* 57-59 '63
- An evaluation of the federally reimbursed distributive education programs in Iowa high schools, with specific reference to the evaluative grades as developed by the national study of secondary school evaluation. Harold Dale Johansen. State University of Iowa, Ph.D. thesis '63
- An evaluation of the Ohio wholesale management development program. Charles N. Pappas. Ohio State University, Ph.D. thesis
- High school preparatory education for careers in distribution. Harland E. Samson and David A. Thompson. *Bus Ed Forum* 18: 10-12 Ap
- How D.E. contests benefit businessmen. Cecil B. Arnold. *Bus Ed World* 44: 20-21, 33 Ap
- Improving counselor-coordinator relations. Richard J. Reynolds. *Bus Ed Forum* 19: 18, 21 N
- Improving the instruction of cooperative part-time distributive education students at South Sioux City, Nebraska. Esther E. Wilson. University of Minnesota, M.A. thesis '63; *N Bus Ed Q* 33: 70 O
- The industry tour—a motivating force. Adrian Trimpe. *Bus Ed Forum* 18: 22 Mr
- Instead of a job give students a career. Gerald O. Bryan. *Am Voc J* 39: 32-33 O
- Know your merchandise, 3rd ed. Isabel B. Wingate, Karen R. Gillespie, and Betty G. Addison. Gregg. 672 p \$6.76
- More teacher recruitment—a must for growing D. E. Edward T. Ferguson, Jr. *Amer Voc J* 39: 24-25 D
- New direction for Flint's distributive education program. Lewis Carpenter. *MBA News Bul* 30: 3 O
- New directions in the preparation of distributive personnel. Ralph E. Mason. *NBEA Y* 2: 195-212
- A new era in distributive occupations. Warren G. Meyer. *Bus Ed Forum* 18: 6 Ap
- The 1970's in distributive education. Regis P. Deuel. *BEA Y* 25: 48-55
- Philosophy of distributive education. J. Efron. *N Y Soc Exp Study Ed Yrbk* 59-61 '63
- Post-high school preparatory education for careers in distribution. Rex C. Toothman and Peter G. Haines. *Bus Ed Forum* 18: 13-15 Ap
- Preparatory distributive education for youth with special needs. W. B. Runge and E. John Gradoni. *Bus Ed Forum* 18: 19-21 Ap
- Preparatory education for careers in distribution. John H. Beaumont. *Bus Ed Forum* 18: 7-9 Ap
- Programmed instruction for retail trainees. Barbara Rimbach. *J Bus Ed* 40: 70-71 N
- A proposed cooperative program in distributive education at Niles township high school west in Illinois. Frank B. Fitz-

DISTRIBUTIVE education (continued)

- patrick. University of Wisconsin, M.S. thesis '63
- The relationship of economic education to distributive education. Roman F. Warmke. *Bus Ed Forum* 19: 22-23, 25 D
- Role playing as a method of teaching employer-employee and co-worker relations to distributive education students. John K. Hinsverk. University of Minnesota, M.A. thesis '63; *N Bus Ed Q* 33: 31-32 O
- Sacramento program combines business and home economics; preparation for jobs in merchandising. Leland P. Baldwin. *California Education* 1: 17-18 My
- Some challenges to distributive education. *Am Voc J* 39: 21-22, 37 F
- Sponsor development in D.E. Chet Sheaffer. *Am Voc J* 39: 34-35 S
- A study of physical facilities for distributive education in selected South Carolina high schools. John W. Jackson, Jr. University of Tennessee, M.S. thesis '63; *N Bus Ed Q* 33: 35-36 O
- A study of the impact of automation in American department store operation, with resulting need for revision in the course content of distributive education programs. Robert E. Rose. State University of Iowa, Ph.D. thesis '63; *J Bus Ed* 40: 74 N
- Technical content competencies needed by teachers of the distributive subjects. Peter G. Haines and others. *N Bus Ed Q* 33: 48-49 D
- The three stages of distributive education. F. E. Hartzler. *J Bus Ed* 39: 289-90 Ap
- The use of fiction in business courses. Bernard Sarachek. *Bus Ed Forum* 19: 20, 23 O
- The use of trade magazines in teaching post-high school distributive education students. Robert S. Duxstad. University of Minnesota, M.A. thesis '63; *N Bus Ed Q* 33: 21 O
- What's ahead in retailing selling? Robert D. Entenberg. *Am Voc J* 39: 24-25 My
- DITTMAN, Nancy A.**
Spend this summer in an office. *J Bus Ed* 39: 350 My
- DIXON, Sister Marie Winifred**
A follow-up study of the 1958 and 1959 Cardinal Cushing central high school business graduates to determine the effectiveness of their training. Boston University, Ed.M. thesis '63
- DODSON, Glenna Carr**
Calculating machines—teaching and testing. *Bus Ed Forum* 19: 10-11 D
- DONACHIE, Robert J.**
In your class—a better understanding of American business. *Cath Bus Ed R* 15: 16-21 Spring
- DOOL, J. J.**
Business machine exercises. Gregg. 128 p \$2
- DORR, Eugene L. and Albert L. DeMond**
Adult preparatory education for careers in distribution. *Bus Ed Forum* 18: 16-18 Ap
- DORST, Sally**
Automation. Today's Sec 67: 32-33 O
The common market. Today's Sec 66: 34-35 F
- Coping with carbons. Today's Sec 66: 40-41 Mr
- Time to type. Today's Sec 66: 22-23 Ja
- DOUGLAS, Lloyd V.**
Business education. Center for Applied Research in Education, Inc., Washington, D. C. 115 p \$3.95 '63
- and others
Bookkeeping, accounting, and related office education. *N Bus Ed Q* 33: 21-37 D
- DOW, Alice S.**
The effectiveness of practice sets in elementary accounting at the college level. Colorado State College, Ed.D. thesis '63; *J Bus Ed* 40: 31 O
- DREYFACK, Raymond**
All about computers. Today's Sec 67: 39, 82 S
The gentle art of listening. Today's Sec 66: 34, 85 My
- DRUMMOND, Kathleen**
A study of problems relating to the employment of women 35 years of age or over in clerical occupations in Louisville, Kentucky. Northwestern University, Ph.D. thesis '63; *J Bus Ed* 40: 74 N
- DRY, Samuel W.**
Opportunities through business education. Walch. 23 posters \$1
- DUFFY, Sister Magdalene Marie**
A proposed course of study in general business for the Catholic secondary schools of the Archdiocese of Newark, New Jersey. Catholic University of America, M.A. thesis '63
- DUGGER, Annamarie**
Teaching typing to the blind. CBEA Bul 21: 10 Mr
- DUNCAN, Charles H.**
See Lessenberry, D. D.
- DUNCAN, Delbert J.**
See Phillips, Charles F.
- DUNN, John Paul**
A retail trade area analysis of Fayette, Iowa, 1961. State College of Iowa, M.A. thesis '63
- DUPLICATING**
Handling secretarial and duplicating work for other school departments. Irene Sheerer. *Ohio Bus Tchr* 24: 56-58
A survey of the teaching of duplicating in a selected group of Kansas high schools. Lynda DeNeve. Kansas State College of Pittsburg, M.S. thesis '63
You can produce quality duplicating in your company. Peter R. Weill. *Admin Mgt* 25: 66-75 O
- DUPREE, Garland C.**
Our Susie looks back. *Bus Ed Forum* 18: 15-16 Ja
- DURALL, Clara L.**
Typing motivation. *Typ News* 34: 1
- DURICY, Daniel D.**
Data processing in the school of business administration at Miami university. *Data Processor* 5: 1-4 N
- DURR, Kenneth Isaac**
An appraisal of business teacher education in the state university and selected state colleges of Louisiana. Indiana University, Ed.D. thesis '63; *J Bus Ed* 39: 339 My; N

- Bus Ed Q 33: 20-21 O
DUXSTAD, Robert S.
 The use of trade magazines in teaching post-high school distributive education students. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 21 O
DYORAK, Earl A.
 Collegiate secretarial curricula. J Bus Ed 40: 101-102 D
DYER, Richard W.
 Harmonizing timed writing grading scales with principles of motor skill development. Bus Ed Forum 19: 13-14 N

E

- EALY, Jane**
 TV typing—from eight to eighty. Bus Tchr 41: 17 My-Je
ECONOMICS
 Adolescent's need for an understanding of business and industry. G. A. Rietz. Teach Col J 35: 91-93 D '63
 Are economic understandings developed through business courses? Roman F. Warmke. Bus Ed Forum 18: 7-9 Mr
 Basic business area—economics, general business, consumer economics. Hobart H. Conover. EBTA Y 37: 77-93
 Basic economics, 2nd ed. Thomas J. Hailstones. South-Western. 578 p \$6.25
 Basic statistics for business and economics, rev. ed. D. A. Leabo and C. Frank Smith. Irwin. 493 p \$8.75
 Bookkeeping builds basic economic concepts. Bob B. Griffith. J Bus Ed 39: 233-34 Mr
 Business administration and economic education. Milton C. Olson and others. N Bus Ed Q 33: 5-20 D
 Business economics: principles and cases, 3rd ed. Marshall R. Colbert, Dascomb R. Forbush, and Gilbert R. Whitaker. Irwin. 727 p \$8.95
 The business teachers' responsibility for economic citizenship. Mary Ellen Oliverio. EBTA J 3: 14-15, 25 Fall
 The case method in commercial schools teaching. Inter Rev for Bus Ed 63: 39-46 Mr
 The common market. Sally Dorst. Today's Sec 66: 34-35 F
 A comparison of accountant's and economist's concepts of profits. Barbara H. Selvey. Auburn University, M.S. thesis '63
 A conceptual approach to business characteristics of an integral order. Brother Leo V. Ryan. Cath Bus Ed R 15: 22-31 Spring
 Curriculum revision in economics. Sch & Soc 92: 44 F 8
 Debate—an essential in economics. Edmund M. Longo. Bal Sheet 45: 254-55 F
 Deficit spending: the economic role of debt, including public debt. Robert F. Wallace. Insert from Newsletter JCEE 1-2, 4 My
 The development of economic understandings of ninth-grade students. James B. Miller. University of Minnesota, M.A. thesis '63
 N Bus Ed Q 33: 43 O
 Econometric theory. Marvin L. Goldberger. Wiley. 416 p \$10.95

- Economic concepts basic to an understanding of introductory marketing. Lloyd George Smith. Indiana University, D.B.A. thesis '63; J Bus Ed 39: 252 Mr; N Bus Ed Q 33: 57 O
 Economic concepts can be taught in the general business course. Lloyd L. Garrison. Bus Ed Forum 18: 10-11 Mr
 Economic education. George L. Fersh. Ill Ed 52: 341-43 Ap
 Economic education: a new horizon. A. R. McAllister Instr 73: 7 Ja
 Economic education enrichment in the book-keeping course. Lloyd L. Garrison. Bus Ed Forum 18: 25 Ap
 Economic education in our secondary schools. V. A. Ouellette. J Sec Ed 39: 56-60 F
 Economic literacy. Henry N. Bousquet. Bal Sheet 45: 350-51 Ap
 Economic literacy: stock-purchase unit. Ill Ed 52: 337 Ap
 The economic system, rev. ed. John M. Kuhlman and Gordon S. Skinner. Irwin. 535 p \$7.75
 Economic understanding of senior students in selected California high schools. James Emery Deitz. University of California, Los Angeles, Ed.D. thesis '63; J Bus Ed 39: 206 F; N Bus Ed Q 33: 18-19 O
 Economic understandings in general business today. Mary Ellen Oliverio. BEA Y 25: 67-72
 Economic understandings of ninth-grade pupils. Theodore O. Ousdigian. University of Minnesota, M.A. thesis '63
 Economics and man, rev. ed. John S. Gamba and Jerome B. Komisar. Irwin. 446 p \$7.75
 Economics enrollment increases in Kansas. Kansas Bus Tchr 18: 4-5 O
 Economics for your classroom. A. R. McAllister. Grade Teacher 82: 68-70 D
 Economics in primary grades. Sch & Soc 92: 284 O 17
 Economics in the first grade. J. M. Gross. Instr 74: 63 S
 Economics in the universities and colleges. Frank T. deVyver. Coll N & V 17: 1-5 My
 Economics must be taught at all levels. George Crout. Ohio Sch 42: 24 My
 Economics of labor, 2nd ed. Richard A. Lester. Macmillan. 626 p \$7.95
 Effect of classwork in economics on attitudes and understanding of a select group of secondary school pupils. E. G. Sewell. J Ed Res 57: 131-36 N '63
 Emphasis on economic principles in the teaching of shorthand. Marcella Mouser. Bus Ed J 11: 18 Winter
 An experiment in intercollegiate cooperation. Martin Giesbrecht. Coll N & V 17: 13-15 Mr
 Experimental development of economic understandings through typewriting. Marilyn J. Hanson. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 26-27 O
 An experimental study to determine if basic economic concepts can be taught incidentally in typewriting classes. William Tucker. San Diego State College, M.A. thesis '63
 Financing economic development. Antonin

ECONOMICS (continued)

- Basch. Macmillan. 334 p \$6.95
- Freedom in the American economy. Thomas A. Petit. Irwin. 315 p \$3.95
- The future for today's youth. William J. Mason. Bus Ed Forum 18: 13-14 Mr
- Government expenditures: the principles involved. Philip E. Taylor. Insert from Newsletter JCEE 1-2 F
- How does the achievement of high school students taking an educational television course in economics compare with the achievement of college elementary economics students? Dennis L. Nelson. University of Minnesota, M.A. thesis
- How radical are our students? Herbert A. Tonne. J Bus Ed 39: 228-29 Mr
- How to integrate economic concepts in book-keeping. Richard F. Reicherter. Bus Ed J 11: 14-15 Winter
- In your class—a better understanding of American business. Robert J. Donachie. Cath Bus Ed R 15: 16-21 Spring
- Incidental learning of economic concepts in beginning typewriting classes. Dean Clayton. J Bus Ed 39: 160 Ja
- Instructor basic economics. Lawrence Senesh. Instr 73: 40-41, 47 O; 84-85, 88 D '63; 38-39, 44 F; 116-18 Ap; 32-33, 36 Je; 74: 56-58 S
- Integrate typewriting and economics. Richard D. Brown. Bus Ed J 11: 19 Winter
- Introduction to economics for eight-year-olds. A. McAllister. Grade Teacher 82: 68-70 O
- Introduction to the use of mathematics in economic analysis. David Huang. Wiley. 296 p \$6.95
- It's never too early to learn the economic facts of life. J. K. Lagemann. PTA Magazine 59: 4-7 N
- Its theories applied to business in the United States today. Edward P. Wells. Bus Ed J 11: 3-13 Winter
- Knowledge of economic concepts and understandings of selected high school seniors. Dean R. Bacon. Bus Ed J 12: 12-16 Fall
- Macroeconomics, fiscal policy and economic growth. Norman F. Kaiser. Wiley. 528 p \$9.75
- Manpower resources and requirements. Seymour Brandwein. Insert from Newsletter JCEE 1-2, 6 N
- Money, capital, and prices. George Horwich. Irwin. 569 p \$12.50
- The mystery of economic growth. Cath Bus Ed R 16: 38-44 Fall
- The natural objectives of the business enterprise. Brother Leo V. Ryan. Cath Bus Ed R 15: 5-15 Summer
- Nature and limitations of economic models. Kenneth C. Spaulding. Bal Sheet 45: 204-207 Ja
- Need for economic education. J. D. Garwood. Sch & Soc 92: 289-91 O 17
- New teaching aids. See issues Newsletter JCEE
- Operation econ—career competency. Future Bus Leader 18: 11 Spring
- The price system. Cath Bus Ed R 16: 47-51 Winter '64-'65
- The relationship of economic education to

- distributive education. Roman F. Warmke. Bus Ed Forum 19: 22-23, 25 D
- Selected areas of personal economics conceptually defined. E. Carl Hall. University of Wisconsin, Ed.D. thesis
- A selection of new publications. See issues Newsletter JCEE
- Short course in economics and thrift. Pennsylvania School Journal 112: 104 N '63
- Some changes in our economic system. John W. Kennedy. NBEA Y 2: 153-64
- Some concepts essential to a basic understanding of economics. J. F. Barron and Marilyn L. Hoff. Monograph 110. South-Western. 41 p Free
- Some generalizations from economics. C. G. Uhr. J Sec Ed 38: 54-57 N '63
- Soviet economic education. N. DeWitt. Comparative Education Review 7: 262-66 F
- A study of the reactions of high school graduates to selected economic concepts. Caroline R. Hamm. Kansas State College of Pittsburg, M.S. thesis '63
- A study of the techniques used in teaching general business in the secondary high school for an economic understanding. Mary E. Spidle. University of Colorado, M.B.E. thesis '63; N Bus Ed Q 33: 58 O
- A syllabus for teaching economics in the high school general business course. Lloyd L. Garrison. Joint Council on Economic Education. 2 West 46 Street, New York, New York 10036. 52 p \$1
- Teach high school students about business. A. N. Booth. Teach Col J 35: 95-96 D '63
- Teaching about deficit spending: the economic role of debt, including public debt. Jess Witchel and Richard Rosenblatt. Insert from Newsletter JCEE 3-4 My
- Teaching about government expenditures: the principles involved. J. Hershey Keene. Insert from Newsletter JCEE 3-6 F
- Teaching about manpower resources and requirements. Alice Semon. Insert from Newsletter JCEE 3-6 N
- Teaching—affects the quantity and quality of economics majors. Reuben E. Slesinger. Coll N & V 18: 1-6 O
- Teaching economic growth in the college introductory course. C. R. McConnell. Educational Forum 28: 359-66 Mr
- Teaching economic literacy is a contribution to general education. Harlan B. Miller. Bus Ed World 45: 26-27, 36 O
- Teaching economics in general business. Victoria Daily. Bus Ed J 11: 16-17 Winter
- The teaching of economics: a comprehensive analysis and synthesis of research findings and thought. Gerald G. Green. Indiana University, Ed.D. thesis
- Techniques for incorporating economics in general business. Richard D. Brown. Bus Ed World 45: 20-21, 29 S
- The ten pillars of economic wisdom. Kansas Bus Tchr 18: 13 D
- A textbook of economic theory, 3rd ed. A. W. Stonier and D. C. Hague. Wiley. 513 p \$5.50
- Theory of games and economic behavior, 3rd ed. John von Neumann and Oskar Morgenstern. Wiley. 641 p \$2.95

- Timed writings with economic content. Dean Clayton. Oklahoma Council on Economic Education, Oklahoma State University, Stillwater, Oklahoma. \$40 '63
- Typing assignments can be tied in with economics projects. Irma K. Collins. *Bus Ed World* 45: 24-25 N
- Unemployment and the American economy. Arthur M. Ross. Wiley. 232 p \$4.95
- Use a mock scale to build economic concepts. Dennis Cambier. *Cath Bus Ed R* 15: 50-51 Winter
- Whose economics should be taught in the high schools? M. L. Frankel. *Newsletter JCEE* 2, 12 My
- Why are we economic illiterates? E. L. Marietta. *MBA News Bul* 29: 3-4 My
- World economics and business education. Mary Ellen Oliverio. *NBEA Y* 2: 165-73
- EDMONDSON, James H.**
An even dozen rambling ideas on making an industry trip. *EBTA J* 2: 69-71 Spring
- EFRON, J.**
Philosophy of distributive education. *N Y Soc Exp Study Ed Yrbk* 59-61 '63
- EISCHEN, Cliff**
Teaching the risk concept in general business. *Bal Sheet* 45: 203, 240 Ja
- ELLENBOGEN, Abraham**
How to teach clerical practice to slow learners. *Bus Ed World* 44: 26, 35 Ap
- ELWOOD, Elinor**
Toting up your taxes. *Today's Sec* 66: 45 My
- EMPLOYMENT**
An analysis of selected factors relevant to the employment status in business offices of married college graduates. Esther Lily Beck. Indiana University, Ed.D. thesis '63; *N Bus Ed Q* 32: 17-21 Mr; *J Bus Ed* 39: 297 Ap; *N Bus Ed Q* 33: 6-7 O
- Automation and unemployment. Robert D. Joseph. *Data Processor* 4: 7-8 My
- A brief exposition on the economic factors in employment discrimination and the role of the fair employment practices commission. Arnold H. Sutin. *Cath Bus Ed R* 15: 39-50 Spring
- Business behavior. 3rd ed. Allien Russon. South-Western. 310 p \$2.88
- A challenge to womanpower in selected fields of current opportunity. Sister Miriam Joseph. *Cath Bus Ed R* 15: 6-15 Spring
- A comparison of criteria utilized by employers in employing and promoting beginning stenographic-secretarial workers. Thomas James. New York University, Ed.D. thesis '63
- The drive for security in occupational life. Joseph J. Klos. *NBEA Y* 2: 135-52
- From graduation into the job. Sister John Marie. *CBEA Bul* 22: 6-7 D
- How high school cooperative trainees fare in the labor market. Peter G. Haines and Brendan G. Coleman. *N Bus Ed Q* 33: 23-24 O
- In rapport or in a rut. Peggy Althoff. *Sec* 24: 30-32 S
- Incompetence or incompatibility? Audrey Schmidt. *Today's Sec* 67: 47 N
- Let's make high school graduates employable. Paul S. Lomax. *J Bus Ed* 40: 48-49 N
- The mature worker on the job. Viola S. Bond. *Sec* 24: 6-8 Mr
- Part time secretary—full time wife. Elizabeth Barzda. *Today's Sec* 67: 25, 68 S
- Retraining for new jobs. Parker Liles. *NBEA Y* 2: 51-71
- Selecting the best stenographer. Edward A. Perkins, Jr. and Robert E. Wiper. *J Bus Ed* 39: 149-52 Ja
- A study of campus interviews conducted at Kansas state teachers college, Emporia. Phillip E. Troutman. Kansas State Teachers College, M.S. thesis '63
- A study of problems relating to the employment of women 35 years of age or over in clerical occupations in Louisville, Kentucky. Kathleen Drummond. Northwestern University, Ph.D. thesis '63; *J Bus Ed* 40: 74 N
- A survey of selected business offices in Charlottetown, Prince Edward Island, Canada, to determine job opportunities and requisites for beginning office workers, 1962-1963. Sister Thomas Marie Ledwell. Catholic University of America, M. A. thesis '63; *N Bus Ed Q* 33: 56-57 O
- Views on interviews. Margaret Jones. *Today's Sec* 66: 45 Je
- Washington, D. C.—the government wants you. *Today's Sec* 67: 38, 70 N
- Washington, D. C.—the job picture. *Today's Sec* 67: 25, 70 N
- When you fire him. Clarence Randall. *J Bus Ed* 39: 197-98 F
- ENANDER, K. H.**
A child, a tape, and a typewriter. *CBEA Bul* 21: 2, 4 My
- ENTENBERG, Robert D.**
What's ahead in retail selling? *Am Voc J* 39: 24-25 My
- EQUIPMENT and supplies**
All about computers. Raymond Dreyfack. *Today's Sec* 67: 39, 82 S
- Arrangement of desks and wiring for electric typewriters. Richard P. Painter. *J Bus Ed* 39: 244-45 Mr
- Catalog of business classroom equipment. Louis Sepersky. *Bus Ed World* 44: 14-61 Mr
- Coping with carbons. Sally Dorst. *Today's Sec* 66: 40-41 Mr
- Dictation laboratory. Sister Mary Roberta. *Cath Sch J* 64: 80-81 My
- Equipment developments. Richard E. Kaufmann. *EBTA Y* 37: 241-58
- Equipment for your mailroom. Peter R. Weill. *Admin Mgt* 25: 66-78 S
- Machines that increase teaching efficiency in business education. Lura Lynn Straub. *Am Voc J* 39: 36-37 S
- New business equipment. *See issues Bus Ed World*
- New materials. *See issues J Bus Ed*
- Office equipment news. *See issues Admin Mgt*
- Pen pointers. *Today's Sec* 67: 42-43, 72 S
- Pick a photocopy paper. Paula Matthys. *Today's Sec* 66: 36-37, 94 My
- A plan for replacing typewriters. Arthur Bajt. *Admin Mgt* 25: 62-64 Jl
- Planning for multiple outlets. Jack Banerdt. *J Bus Ed* 39: 187-88 F

EQUIPMENT and supplies (continued)

- Planning the facilities for business education. William Selden. Monograph 112. South-Western. 42 p Free
- Product points. See issues Today's Sec
- The purchase and replacement of machines and equipment for college departments. Lars G. Crandall. N Bus Ed Q 32: 81-87 My
- Roundup of dictation labs. Lewis R. Toll and others. Bus Ed World 44: 13-22 Ja
- Shorthand dictation labs. Bus Ed World 44: 7-22 Ja
- The telephone has changed. Sec 24: 8-12 F
- To electrify or not to electrify? Frank E. Liguori. Bal Sheet 45: 196-202 Ja
- Typewriters with special talents. Peter R. Weill. Admin Mgt 25: 51-57 Ja
- Updating the facts about copiers. Walter A. Kleinschrod. Admin Mgt 25: 29-48 Mr
- What do you know about carbons and ribbons for typewriters. Sec 4: 12 Mr
- What every office needs. Today's Sec 66: 48 My
- What to know before buying paper. Peter R. Weill. Admin Mgt 25: 40-51 F
- Wireless system for stenographic training. Clare M. Fleser. J Bus Ed 40: 106-108 D
- ERICKSON, L. W.**
An analysis of the control concept in typewriting. Bal Sheet 45: 292-95, 336 Mr
- California business teacher education and the new credential law. J Bus Ed 39: 136-37 Ja
- California credential program statement. J Bus Ed 39: 153-54 Ja
- Developing high speed typewriting skill—a case study approach. Bal Sheet 45: 244-47, 288 F
- Production typewriting for 1970. BEA Y 25: 176-83
- and Mary Ellen Oliverio
Evaluative criteria for survey instruments in business education. Monograph 111. South-Western. 89 p Free
- ERLANDSON, Gary**
Advertising—a study in creativity and depth. Bus Ed Forum 18: 24 F
- ESPEGREN, Robert G.**
See Wood, Merle W.
- ETHICS**
Are your ethics showing? J. E. Gratz. Bal Sheet 45: 432 My
- A balance sheet of ethics in business. Samuel J. Roberts. Cath Bus Ed R 15: 13-18 Winter
- Business ethics in the high school. Sister Margaret. Cath Sch J 64: 51-52 Ja
- Ethical responsibilities. Mary Ellen Oliverio. Future Bus Leader 18: 3-4 Summer
- Ethics in publishing. Clement Wagner and John Wagner. Cath Bus Ed R 16: 13-19 Fall
- Ethics of the accounting profession. Germain Boer. Cath Bus Ed R 16: 16-20 Winter '64-'65
- Ethics of the businessman. Raymond Baumhart. Cath Bus Ed R 16: 7-12 Fall
- Five days for business ethics. Gladys Bahr. Bus Ed Forum 18: 12-13, 25 Mr
- Materialism, money and morality. Joseph L. Lennon. Cath Bus Ed R 15: 5-12 Winter

EVALUATION

- A comparison of evaluation techniques in typewriting. Eugene R. Lysne. Mankato State College, M.S. thesis '63
- Criteria for the evaluation of student achievement for first year bookkeeping in North Dakota high schools. Joseph Bachmeier. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 5-6 O
- Does evaluation in bookkeeping bother you? Rita Huff. Bus Ed Forum 18: 20, 25 Mr
- Pupil evaluation in second year typing. Kenneth F. Ralston. Bus Ed Observer 35: 14-15 Spring
- Timed writings—standards and grading. Elvira Miranti. Bal Sheet 46: 64-65, 95 O
- EVANS, Luther H.**
Automation—what is it? EBTA Y 37: 3-13
- EWING, David W.**
The managerial mind. Free Press. 224 p \$5.95
- EXTRACURRICULAR activities**
DECA prepared for new challenges. Harry A. Applegate. Am Voc J 39: 22-24 Mr
- Youth form corporations. Kansas Bus Tch 17: 4 My
- EYSTER, Elvin S.**
Business education and the future secondary and post high school. Ball State CJ 35: 6-8, 18 F
- Preparing the lower one-third in general scholastic ability for business employment. J Bus Ed 39: 180-81 F
- Related teacher education organizations. NABTE Bul 80: 61-62
- Some caution signals for vocational business education. J Bus Ed 40: 92-93 D
- State committee for business education established by Indiana state department of public instruction. Ball State CJ 36: 3-5, 16 N

F

- FAIRBANK, R. E.**
Television instruction in business mathematics. National Commission on Teacher Education and Professional Standards Official Report 1963: 246-52
- FARRELL, Gertrude M.**
Can't have a work experience program? try a model office instead. Bus Ed World 45: 22-23 S
- FARRELL, T.**
Reports in perspective. ABWA Bul 28: 28-31 My
- FAST learners**
Business education and the good student. Charles E. Hopkins. Bal Sheet 46: 19-20 S
- I taught transcription to a class of honor students. George E. Milham. Bus Ed World 45: 16-17 D
- FEATHERINGHAM, Richard D.**
Build higher speeds in shorthand. Bal Sheet 46: 108-109, 144 N
- Getting off to a good start in beginning typewriting. Ohio Bus Tch 24: 52-55, 93
- A successful approach to keyboard mastery. J Bus Ed 39: 316-18 My
- FERBER, Robert, Donald F. Blankertz, and Sidney Hollander, Jr.**

- Marketing research. Ronald. 679 p \$8.50
- FERGUSON, Edward T., Jr.**
The college directed occupational experience program. *Bus Ed Forum* 18: 44-45 My
More teacher recruitment—a must for growing D. E. *Amer Voc J* 39: 24-25 D
- FERSH, George L.**
Economic education. *Ill Ed* 52: 341-43 Ap
- FESS, Philip E. and H. Peter Holzer**
The diverse functions of accounting. *J Accy* 118: 49-52 Ag
- FIBER, Larry R.**
The second time around. *Bus Ed Observer* 35: 23 Spring
- FIEBIG, James**
See Taylor, Richard
- FILES, Mary Frances**
Colons, semicolons. *Today's Sec* 66: 46 Ap
Commas, commas, commas. *Today's Sec* 66: 36 Mr
Punctuation potpourri. *Today's Sec* 66: 41 My
- FILING**
The basic systems of indexing. *Admin Mgt* 25: 34-41 Ja
Business filing and records control, 3rd ed. Ernest D. Bassett, Peter L. Agnew, and David G. Goodman. South-Western. 208 p \$2.60
Controlling the information flow. Robert A. Shiff and Alan G. Negus. *Admin Mgt* 25: 34-38 Jl
Filing and records management, 3rd ed. Bertha M. Weeks. Ronald. 287 p \$6.50
Filing for quick manual access. Robert A. Shiff and Alan G. Negus. *Admin Mgt* 25: 22-26 Je
Gregg filing awards tests. See issues *Bus Tchr*
Indexing for optimum retrieval. Robert A. Shiff and Alan G. Negus. *Admin Mgt* 25: 24-27 Ag
Information retrieval. Lillian King. *Ohio Bus Tchr* 24: 78-81, 96
Records management—a necessary phase of office standards. Irene D. Kreidberg. *Bus Ed Forum* 18: 23-24 Mr
Records management and filing quickie quiz. Laura H. Summers. *Sec* 24: 30 N
- FINEGAN, Sister Mary Frances**
A study of the status of the business education programs of the secondary schools conducted by the Daughters of Charity, Emmitsburg, Maryland, province, 1961-1962. Catholic University of America. M.A. thesis '63
- FISHER, Albert L.**
The liberal arts curriculum. *EBTA J* 3: 23-24 Fall
- FISK, McKee**
Business education: quo vadis. *NABTE Bul* 80: 4-10
Education for business again at cross roads. *CBEA Bul* 21: 1, 14 My
- FITZPATRICK, Frank B.**
A proposed cooperative program in distributive education at Niles township high school west in Illinois. University of Wisconsin. M.S. thesis '63
- FIVARS, Grace**
See Flanagan, John C.
- FLANAGAN, John C. and Grace Fivars**
Predicting success in typewriting. *Bal Sheet* 46: 7-9 S
The tapping test—a new tool to predict aptitude for typing. *Delta Pi Epsilon J* 6: 33-39 F
- FLASHNER, Esther D.**
Bookkeeping today. *BEA Y* 25: 9-15
- FLESER, Clare M.**
Wireless system for stenographic training. *J Bus Ed* 40: 106-108 D
- FLOSS, Thaddeus G.**
Anthropology terms. *Today's Sec* 66: 55-56 F
- FLYNN, Sister Elinor Rose**
A study of the effectiveness of the training of the 1956-1959 Saint Mary high school business graduates, with implications for curriculum revision. Boston University, Ed.M. thesis '63
- FOLEY, Louis**
Some aspects of communication. *J Bus Communication* 1: 25-42 Mr
What do you mean, grammar? *Bus Ed World* 44: 26-27, 36 F
- FOLLOW-UP studies**
A follow-up evaluation of the business education program of the St. Louis county, Minnesota, unorganized school district. Norman Arvilla. University of Minnesota, M.A. thesis '63
A follow-up of business education graduates. Helen Smith Cloyd. *Bal Sheet* 46: 66-68 O
A follow-up study of accounting graduates from Chico state college, 1953-1962. Klota O. Underwood. Chico State College, M.S. thesis '63; *N Bus Ed Q* 33: 63-64 O
A follow-up study of graduates of Loudon county high school (Loudon, Tennessee), 1956-1960. Mildred Davis Miller. University of Tennessee, M.S. thesis '63; *N Bus Ed Q* 33: 44 O
A follow-up study of the business education graduates of St. Cloud state college, 1950-1959. Robert Lawrence Buck. St. Cloud State College, M.S. thesis '63
A follow-up study of the business graduates of St. Cyril academy, Danville, Pennsylvania, 1957-1961 inclusive, with implications for curriculum revisions. Sister M. Paulita Radocha. Catholic University of America, M.A. thesis '63
A follow-up study of the graduates of Holy Rosary academy, Louisville, Kentucky, 1957-1961 inclusive, to determine the effectiveness of the business education curriculum. Sister M. Frances Grace Green. Catholic University of America, M.A. thesis '63
A follow-up study of the graduates of Jefferson high school (Jefferson City, Tennessee), 1956-1960. Jessie B. Malone. University of Tennessee, M.S. thesis '63; *N Bus Ed Q* 33: 42-43 O
A follow-up study of the graduates of Twin Valley (Minnesota) high school for the years 1959-1962 inclusive. Richard F. Haber. University of North Dakota, M.S. thesis '63; *N Bus Ed Q* 33: 23 O
A follow-up study of the 1958 and 1959 Cardinal Cushing central high school business graduates to determine the effectiveness of their training. Sister Marie Winifred Dixon.

FOLLOW-UP studies (continued)

- Boston University, Ed.M. thesis '63
- A follow-up study of the 1958-1962 accounting graduates of Mankato state college. Clinton Kind. Mankato State College, M.S. thesis '63
- A follow-up study of the 1957, 1958, 1959, 1960, 1961 graduating classes of Verona union high school, Verona, Wisconsin. Rosemary O. Miller. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 44-45 O
- A follow-up study of the 1957 through 1961 graduates of the two-year post-high school technical business administration program at the Appleton school of business. Paul A. Gehrig. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 21-22 O
- A follow-up study of the 1960 graduates of Edgewood high school of the Sacred Heart, Madison, Wisconsin. Sister Marie Christine McAndrew. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 53 O
- A study of the effectiveness of the training of the 1956-1959 Saint Mary high school business graduates, with implications for curriculum revision. Sister Elinor Rose Flynn. Boston University, Ed.M. thesis '63
- A study of the 1959 graduate class of Escondido high school. Arthur Hollis. San Diego State College, M.A. thesis '63
- FORBUSH, Dascomb R.
See Colbert, Marshall R.
- FORKNER, Hamden L.
Careers in bookkeeping. Future Bus Leader 18: 3-5 Spring
Successful careers don't just happen. Future Bus Leader 18: 3 Winter
Vocational business education under the vocational education act of 1963. Bal Sheet 45: 256-58 F
When should transcription be taught? The case for early transcription. Bus Ed Forum 19: 14, 16 O
The work of the national legislative action committee. NABTE Bul 80: 60-61
— and Paul F. Muse
Recommendations to the U.S. office of education regarding the implementation of the provisions of the public law 88-210 as they relate to the vocational and technical education for business and office occupations. Bus Ed Forum 18: 2, 8 F
- FORKNER, Irvine H.
An achievement test of personal-business knowledges and understandings. Teachers College, Columbia University, Ed.D. thesis '63; J Bus Ed 40: 30 O
- FOSS, Hetrick A.
A comparison of machine and manual shorthand. Bal Sheet 45: 340-43, 381 Ap
Junior high typing: comparing achievements of students in seventh, eighth and ninth grades. Bus Ed World 45: 7-8, 32 D
- FOWLER, Jean C.
Password to shorthand learning. Bus Ed World 45: 4-7 N
- FRAKES, John C.
A challenge. Bal Sheet 46: 147 D
- FRANKEL, M. L.
Whose economics should be taught in the

- high schools? Newsletter JCEE 2, 12 My
- FRAY, Paul E.
Analysis of beginning jobs in selected retail firms in Emporia, Kansas. Kansas State Teachers College, M.S. thesis '63
- FRIES, Albert C.
Dr. Conant on teacher education. Bal Sheet 45: 195 Ja
- FRIRES, Harriet
Trading stamps—who benefits from them? Arizona State University, M.S. thesis '63
- FULTON, Richard A.
Executive director's notebook. See issues Compass
- FUTURE business leaders of America
Annual report of activities—Puerto Rico commonwealth chapter. Bus Ed Forum 19: 30-32 D
The development of competent business leadership. Anita Hulet. Bus Ed Forum 19: 31-32 N
Dressing right: a resource unit for business education. Bus Ed Forum 18: 31 F
FBLA convention highlights. Bus Ed Forum 19: 30-31 O
The future business leaders of America organization. Richard D. Clanton. Amer Voc J 39: 20 D
Operation econ—career competency. Future Bus Leader 18: 11 Spring
Parliamentary procedure. See issues Future Bus Leader
The Shawano story. Future Bus Leader 18: 8-9 Spring
The 13th purpose. Kermit Rohrbach. Future Bus Leader 18: 5 Summer
- FUTURE secretaries association
The future secretaries association. Sec 24: 14-16 S

G

- GALLAGHER, M. Q.
Electronics classroom aids business education. Am Voc J 39: 22-23 Ja
- GALLEGOS, Yvonne
Student teacher speaks out. CBEA Bul 21: 4, 6 Mr
- GAMBS, John S. and Jerome B. Komisar
Economics and man, rev. ed. Irwin. 446 p \$7.75
- GARDNER, Burleigh B. and David G. Moore
Human relations in industry, 4th ed. Irwin. 489 p \$8.25
- GARDNER, William E.
Involving the classroom teacher in research. Delta Pi Epsilon J 6: 65-69 My
- GARRISON, Lloyd L.
Economic concepts can be taught in the general business course. Bus Ed Forum 18: 10-11 Mr
Economic education enrichment in the book-keeping course. Bus Ed Forum 18: 25 Ap
A syllabus for teaching economics in the high school general business course. Joint Council on Economic Education, 2 West 46 Street, New York, New York 10036. 52 p \$1

- GARWOOD, J. D.**
Need for economic education. *Sch & Soc* 92: 289-91 O 17
- GASTON, Neil A.**
Prepaid, unearned and accrued items—yilch. *Bus Ed Observer* 35: 5-7 Spring
- GAWRONSKI, James A.**
We tried a one-year shorthand program for academically talented students. *Bus Ed World* 44: 16-18, 38 My
- GEHRIG, Paul A.**
A follow-up study of the 1957 through 1961 graduates of the two-year post-high school technical business administration program at the Appleton school of business. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 21-22 O
- GEOGRAPHY, economic**
Latin American trade. Enrique Miyares. *Cath Bus Ed R* 15: 41-45 Winter
- GETZ, Sister Mary Bernarde**
A survey of all sophomores, 1961-1962, in selected colleges of the sisters of St. Joseph of Carondelet to determine the value of business subjects for future academic secondary school students. Catholic University of America, M.A. thesis '63; N Bus Ed Q 33: 54 O
- GIBBONS, Helen E.**
So you're going to be a student teacher. *J Bus Ed* 39: 143-44 Ja
- GIBSON, E. Dana**
Some thoughts on educational data processing. *Data Processor* 4: 1-2 Mr
See also Anderson, Ruth I.
— and Robert E. Hoskinson
Should a course or courses in data processing be included in the preparation of all business teachers? *NABTE Bul* 80: 48-59
- GIESBRECHT, Martin**
An experiment in intercollegiate cooperation. *Coll N & V* 17: 13-15 Mr
- GILLESPIE, Karen R.**
Dynamic dimensions of salesmanship today. *BEA Y* 25: 40-47
See Wingate, Isabel B.
- GIRARD, Marie**
A survey of the certification requirements for high school business teachers in the fifty states. Kansas State College of Pittsburg, M.S. thesis '63
- GLADHILL, Sister Anna Marie**
A study to determine the status of business education in Catholic secondary and Catholic business schools of Maryland, 1960-1961. Catholic University of America, M.A. thesis '63
- GOICOECHEA, Louise M.**
The alive approach to investing in stock. *CBEA Bul* 22: 4 O
- GOLDBERGER, Marvin L.**
Econometric theory. Wiley. 416 p \$10.95
- GOLDFARB, Nathan**
A data processing program. *Bus Ed Forum* 19: 16, 20 N
- GONYER, Gloria Ann**
A study to determine the effectiveness of dictaprint as a speedbuilding device in the learning of shorthand. Brigham Young University, M.S. thesis '63
- GONZALEZ, Lawrence L.**
Teachers' reaction to typewriting in the elementary curriculum. *Typ News* 34: 6
- GOODE, M. M.**
Cooking terms. *Today's Sec* 66: 59-60 Ap
- GOODMAN, David G.**
See Bassett, Ernest D.
- GORDON, Myron J. and Gordon Shillinglaw**
Accounting: a management approach, 3rd ed. Irwin. 881 p \$8.95
- GOULD, Jay R.**
Problems of the technical writer. *ABWA Bul* 28: 9-14 Ap
- GRADONI, E. John**
See Runge, W. B.
- GRANT, Sister Helen Paula**
An appraisal of the business curriculum of the college of Great Falls, Great Falls, Montana, 1952-1962. University of North Dakota, M.A. thesis '63; N Bus Ed Q 33: 50 O
- GRATZ, J. E.**
Are your ethics showing? *Bal Sheet* 45: 432 My
The slow learner in typewriting. *Bus Tchg Aid T-21*. Prentice-Hall. 2 p Free
- GREEN, Alice C.**
Applied stenography in the first semester. *J Bus Ed* 40: 57-60 N; 115-17 D
Is typewritten transcription too long delayed? *Bal Sheet* 45: 395-97, 430 My
- GREEN, Edith**
Implications of the vocational education act of 1963. *Bal Sheet* 45: 305-306 Mr
- GREEN, Gerald G.**
The teaching of economics: a comprehensive analysis and synthesis of research findings and thought. Indiana University, Ed.D. thesis
- GREEN, Helen H.**
Just between us. See issues *Bus Ed World*
More teaching—less testing in shorthand. *Bal Sheet* 45: 249-51, 286 F
Some practices to help typewriting students. *Bal Sheet* 46: 100-105 N
- GREEN, Paul E.**
See Alderson, Wroe
- GREEN, Sister M. Frances Grace**
A follow-up study of the graduates of Holy Rosary academy, Louisville, Kentucky, 1957-1961 inclusive, to determine the effectiveness of the business education curriculum. Catholic University of America, M.A. thesis '63
- GREENE, Letha C.**
The woman executive makes the job. *EBTA J* 2: 53-54 Spring
- GREER, Thomas V. and James E. Stafford**
Application of the case method to business education. *J Bus Ed* 39: 241-43 Mr
- GREGG, Davis W.**
Life and health insurance handbook, 2nd ed. Irwin. 1,339 p \$10.95
- GREGG, John R., Louis A. Leslie, and Charles E. Zoubek**
Gregg speed building, diamond jubilee series. Gregg. 512 p \$4.56
- GRIFFIN, Charles H.**
See Williams, Thomas H.
- GRIFFIN, J. H.**
Teach dictation with the typewriter. *Bus Ed*

- GRIFFIN, J. H. (continued)**
 World 45: 10-11 S
- GRIFFITH, Bob B.**
 Bookkeeping builds basic economic concepts.
 J Bus Ed 39: 233-34 Mr
- GRIFFITH, Estelle**
 A study of the junior high school typewriting program in Racine, Wisconsin. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 22 O
- GRILL, George P.**
 Interdisciplinary nature of typewriting. Bus Ed Forum 19: 19-20 D
- GROSS, Alyce M.**
 An evaluation of the occupational training program in nine Minneapolis comprehensive high schools. University of Minnesota. M.A. thesis '63; N Bus Ed Q 33: 22-23 O
- GROSS, Bertram M.**
 The managing of organizations. Free Press. 1,995 p (two volumes) \$25
- GROSS, J. M.**
 Economics in the first grade. Instr 74: 63 S
- GRUBER, Joseph**
 Take a bow, Mr. business educator. Bal Sheet 45: 291 Mr
- GRYDER, Robert**
 Teaching transcription on the secondary level: theories and practices. University of North Dakota, Ed.D. thesis
- GUENTHER, Reuben T.**
 Practices, criticisms, and desired changes in the bookkeeping course in small North Dakota high schools. Montana State College, M.S. thesis '63
- GUIDANCE**
 The academic push. G. W. Melendy. CBEA Bul 21: 16 My
 An analysis of the various parts of the Turse aptitude test and their reliability in predicting success in the first semester of shorthand. Lloyd D. Armstrong. Mankato State College, M.S. thesis '63
 An analysis of types of personnel tests currently used by selected members of the Edison electric institute. Richard Duane Plummer. Kansas State Teachers College, M.S. thesis '63
 Business education for the college-bound student. Bus Ed Forum 18: 21-22 My
 A career in bookkeeping and accounting. Arthur E. Carlson. Bus Ed Forum 18: 10-11 Ja
 A career in teaching the business subjects. Frank M. Herndon. Bus Ed Forum 18: 7-9 Ja
 A career in the distributive occupations. Warren G. Meyer and Harold O. Toupin. Bus Ed Forum 18: 12-14 Ja
 Careers in bookkeeping. Hamden L. Forkner. Future Bus Leader 18: 3-5 Spring
 Careers in distribution. H. A. Schoonover and Mary K. Klaurens. Future Bus Leader 18: 5-7 Spring
 Case studies of students at the F. J. Gaenslen school for the physically handicapped with emphasis on their preparation in business education subjects. Bernell Swan. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 60 O
 A comparison of business and non-business students in the junior class at Hueneme high school, Oxnard, California, on the basis of test scores available as a result of the 1962-63 testing program. Lewis A. Camillucci. San Jose State College, M.A. thesis '63
 A comparison of the intelligence quotient of business education students with that of all high school students in thirty-three selected schools. Meada G. Poindexter. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 48 O
 Consider business teaching! Frank M. Herndon. Future Bus Leader 18: 4-5, 12 Winter
 Counseling high school girls. Esther Beck. Ball State CJ 36: 6-7, 17 N
 Diagnostic tests predict success in stenography. Robert L. Jones, Jr. and Virgil R. Teigland. Bal Sheet 46: 148-50, 189 D
 The differential aptitude tests for verbal reasoning, numerical ability, abstract reasoning, space relations, mechanical reasoning, and clerical speed and accuracy as predictors of success in shorthand. Rosanne C. Hendrickson. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 29-30 O
 Effectiveness of intellectual and non-intellectual factors in predicting achievement for business students. D. J. Watley. J Ed Res 57: 402-407 Ap
 Exploratory and guidance functions of business education in the junior high school. Clarence Maze. J Bus Ed 40: 21-22 O
 Guidance in the basic business courses for potential high-school dropouts. Marian H. Thorne. Bus Ed Forum 19: 17 N
 Guidance services at Davison high school. Edna L. Diehl. MBEA News Bul 29: 4 My
 Guidance services in business education departments of the public secondary schools in Indianapolis, Indiana. Annes Christine Patton. Tennessee A. & I. State University, M.S. thesis '63; N Bus Ed Q 33: 47 O
 Guiding young people into office careers. Admin Mgt 25: 45-46 Jl
 High school preparatory education for careers in distribution. Harland E. Samson and David A. Thompson. Bus Ed Forum 18: 10-12 Ap
 How much is enough? Robert W. Sneden. Bal Sheet 46: 51 O
 I didn't take shorthand in high school. Bob Vooge. Bus Ed World 44: 19, 38 F
 Investigation of selected measures for prediction of achievement of students in first-year shorthand. Mildred Bednar. San Diego State College, M.A. thesis '63
 Let's find some square holes. Myron J. Krawitz. Bus Ed World 45: 19, 33 O
 An open letter to parents. D. V. Smith. Bal Sheet 45: 275 F
 Opportunities through business education. Samuel W. Dry. Walch. 23 posters \$1
 Post-high school preparatory education for careers in distribution. Rex C. Toothman and Peter G. Haines. Bus Ed Forum 18: 13-15 Ap
 Prediction of success in business subjects with the use of Minnesota clerical test. Donald Krueger. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 39 O

Preparatory distributive education for youth with special needs. W. B. Runge and E. John Gradoni. *Bus Ed Forum* 18: 19-21 Ap

Preparatory education for careers in distribution. John H. Beaumont. *Bus Ed Forum* 18: 7-9 Ap

Report on California regional conference on improving school and college communication of student information. Dick Smith. *Data Processor* 4: 3-7 Ja

Stenographic and secretarial careers. Elsie M. Jevons. *Future Bus Leader* 18: 9-11 Summer

A study of college choice. Bernard A. Reed. New York University, Ed.D. thesis '63

A study of role interference perceptions among counselors and coordinators. Clifford E. Helling. University of Minnesota, M.A. thesis '63

A study of the guidance services for business education students in the secondary schools of Baltimore, Maryland, 1961-1962. Sister M. Eileen Cawley. Catholic University of America, M.A. thesis '63; *N Bus Ed Q* 33: 55-56 O

Successful careers don't just happen. Hamden L. Forkner. *Future Bus Leader* 18: 3 Winter

A summary of recent (1940-62), selected findings in shorthand prognosis with specific reference to the use of the Byers' first-year shorthand aptitude tests at the high school in Southington, Connecticut. Ellen M. Wright. Central Connecticut State College, M.S. thesis '63; *N Bus Ed Q* 33: 70 O

A survey of all sophomores, 1961-1962, in selected colleges of the sisters of St. Joseph of Carondelet to determine the value of business subjects for future academic secondary school students. Sister Mary Bernarde Getz. Catholic University of America, M.A. thesis '63; *N Bus Ed Q* 33: 54 O

Teaching and/or guidance. Frank S. Smith. *Bus Ed Observer* 35: 29-30 Spring

What can we do about misguidance? I. David Satlow. *Bal Sheet* 46: 117-19 N

What preparation is best for a career in business? Roy E. Thomas. *Coll N & V* 18: 7-10 D

The widening gulf. Audrey Schmidt. *Today's Sec* 67: 53 S

GULBRANDSON, H. C.

Business education in the junior high school. *Bal Sheet* 45: 348-49, 383 Ap

GUTE, Jean

Cooperative work experience in the small high school. *CBEA Bul* 22: 1, 3 O

GUTHRIE, Mearl R.

The last is first in typing. *P-H Bus Ed Newsletter* 15: 2 Spring

Tanstaff, how much do free goods and services cost? *Bus Ed Forum* 18: 27 Ap

Visualizing business mathematics calculations. *Bal Sheet* 45: 296-97, 334 Mr

GUY, Hollis

Are we educating for maturity? *Bus Ed Forum* 18: 5 Ja

Research in business education completed or

under way in 1963. *N Bus Ed Q* 32: 39-57 Mr

H

HAAS, Kenneth B. and Enos C. Perry

Sales horizons, 2nd ed. Prentice-Hall. 404 p \$4.68 '63

HABERER, Richard F.

A follow-up study of the graduates of Twin Valley (Minnesota) high school for the years 1959-1962 inclusive. University of North Dakota, M.S. thesis '63; *N Bus Ed Q* 33: 23 O

HACKETT, Beverly

Let the employer be a teaching colleague. *Bal Sheet* 45: 298-99 Mr

HAGA, Enoch J.

Dialogue on digit dialing. *J Bus Ed* 39: 294-95 Ap

A graphical approach to binary arithmetic. *J Bus Ed* 40: 28-29 O

Make portapac punched card sets a class project. *J Bus Ed* 39: 204-205 F

A rose by any other name? *J Bus Ed* 39: 336-37 My

Zip coding—a step toward an automated postal service. *J Bus Ed* 39: 250-51 Mr

HAGUE, D. C.

See Stonier, A. W.

HAILES, William and Edwin Bernard

Distributive education—extra assignment. *J Bus Ed* 39: 237-38 Mr

HAILSTONES, Thomas J.

Basic economics, 2nd ed. South-Western. 578 p \$6.25

HAINES, Peter G.

From the editor's desk. *Delta Pi Epsilon J* 6: 42-47 F

1963 vocational education act. *MBEA News Bul* 29: 9 My

Rationale for state plan for vocational business education in Michigan. *Delta Pi Epsilon J* 6: 82-92 My

Technical content competencies needed by teachers of the distributive subjects. *N Bus Ed Q* 33: 38-49 D

See also Toothman, Rex C.

— and Brendan G. Coleman

How high school cooperative trainees fare in the labor market. *N Bus Ed Q* 33: 23-24 O

— and Milton C. Olson

Should business programs at the secondary school level be primarily vocational in nature? *NABTE Bul* 80: 11-16

— and Rex C. Toothman

Distributive education now and in the 1970's. *BEA Y* 25: 31-39

HALL, A. Lee

Office standards for male employees. *Bus Ed Forum* 18: 30-31 My

HALL, E. Carl

Selected areas of personal economics conceptually defined. University of Wisconsin, Ed.D. thesis

HALL, J. Curtis

Office standards mean many things to many

- HALL, J. Curtis (*continued*)
people. Bus Ed Forum 18: 25, 38 My
See also Binnion, John E.
See also Robinson, Edwin A.
- HALL, Mary E.
Standards for office workers. J Bus Ed 39: 287-88 Ap
A study of selected business firms in the Augusta, Georgia, area, to determine standards and qualifications of office employees. University of Georgia, M.Ed. thesis '63; N Bus Ed Q 33: 24-25 O
- HALL, Theodore
A look at business education. Bus Ed Observer 35: 18-19 Spring
- HALVERSON, Gaylon Leonard
The development and evaluation of programmed instruction materials for use in supplementing the teaching of high school bookkeeping. State College of Iowa, M.A. thesis '63; N Bus Ed Q 33: 25 O
Programmed learning in high school bookkeeping. Bus Ed Forum 19: 18, 23 O
- HAMILTON, William J.
See Miller, Jay W.
- HAMM, Caroline R.
A study of the reactions of high school graduates to selected economic concepts. Kansas State College of Pittsburg, M.S. thesis '63
- HAMMER, George J. and Gloria M. Natale
Initial learning of a motor skill without motor involvement. J Bus Ed 39: 282-83 Ap
- HAMMOND, Karen Joyce
A comparison of the shorthand achievement on tests administered by oral and printed dictation. Brigham Young University, M.S. thesis '63
- HANCOCK, Robert S.
See Holloway, Robert J.
- HANNA, J. Marshall
Bridging units in bookkeeping. Bus Tchr 41: 17 Ja-F
Problems, projects, practice sets. Bus Tchr 41: 17 Mr-Ap
Reading bookkeeping illustrations. Bus Tchr 41: 18, 33 My-Je
- HANSON, Arthur W.
See Cohen, Jerome B.
- HANSON, Dale B.
Study of business as a phase of the preparation of pharmacists. University of Oklahoma, Ed.D. thesis '63; J Bus Ed 39: 253 Mr; N Bus Ed Q 33: 26 O
- HANSON, Marilyn J.
Experimental development of economic understandings through typewriting. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 26-27 O
- HARBRECHT, F.O.
Business and education: co-workers for success. EBTA J 2: 72-75 Spring
- HARDY, Betty Donna
A study of the education, experience, and duties of full-time educational secretaries in a selected group of secondary schools in the state of Kansas. Kansas State College of Pittsburg, M.S. thesis '63
- HARGER, J. C.
Don't teach bookkeeping too fast. Bus Ed World 44: 22, 34 Ap
- HARPER, Frances M.
Business education at Roseville. MBEA News Bul 29: 4-5 F
- HARPER, James
An evaluation of the comparative effectiveness of Carter briefhand and Gregg shorthand (simplified) at the secondary level. Colorado State College, Ed.D. thesis
- HARRISON, J. William, Jr.
See Peters, Sid R.
- HARTZLER, F. E.
The three stages of distributive education. J Bus Ed 39: 289-90 Ap
- HARVEN, Jeraline D.
The supervising teacher: a synthesis of findings and thought. Indiana University, Ed.D. thesis
- HARVEY, Gene
Don't confuse rut with routine. J Bus Ed 39: 195-96 F
- HASENKAMP, Billie J.
What is the base two? decimal and binary notation systems. Data Processor 4: 5-7 My
- HASTINGS, Robert E.
Minuteman graduate school: a test of versatility for the Ohio state university. Coll N & V 18: 13-17 D
- HATHY, Sandra B.
A comparative study of high school graduates and G.E.D. equivalents. Arizona State University, M.S. thesis '63
- HAY, Robert D.
See Pinkerton, James E.
- HEATHERLY, Opal
Shorthand pictures. See issues J Bus Ed
- HECHT, Joseph C.
A follow-up study of high school graduates of three retailing programs. New York University, Ed.D. thesis '63; J Bus E 39: 160 Ja; N Bus Ed Q 33: 27-28 O
- HEDGES, Rosalea Swadley
Frequency of use by selected business firms in Joplin, Missouri, of items taught in the Webb City high school bookkeeping course. Kansas State College of Pittsburg, M.S. thesis '63
- HEDLEY, Martha Kay
Development of programmed instruction in selected basic operations of the IBM 402 accounting machine. University of Tennessee, M.S. thesis '63; N Bus Ed Q 33: 28 O
- HELLING, Clifford E.
A study of role interference perceptions among counselors and coordinators. University of Minnesota, M.A. thesis '63
- HELM, Richard N.
Does your community know your business program and you? J Bus Ed 40: 6-7 O
- HELSETH, Elizabeth C.
An analysis of the cooperative field participation program for business teachers and counselors at San Francisco state college. San Francisco State College, M.A. thesis '63; N Bus Ed Q 33: 28-29 O
- HELWIG, Elaine
Conditioning practice with provision for individual differences. Typ News 34: 1-2
- HENDRICKSON, Rosanne C.
The differential aptitude tests for verbal reasoning, numerical ability, abstract reason-

ing, space relations, mechanical reasoning, and clerical speed and accuracy as predictors of success in shorthand. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 29-30 O

HENSON, Oleen M.

The development, utilization, and effectiveness of programmed materials in Gregg shorthand. Temple University, Ed.D. thesis; J Bus Ed 40: 119 D

HERMANSTORFER, Judith

A comparative analysis of surveys taken in Iowa public schools in 1952 and 1962 relative to the status and future of cooperative work-experience programs in business occupations. State College of Iowa, M.A. thesis '63

HERMSEN, Leon

A comparative study of the background data, academic achievement, and the persistence of students electing business teacher education with those in other subject fields at Wisconsin state college, Whitewater. University of Wisconsin, Ph.D. thesis '63; J Bus Ed 39: 161 Ja; N Bus Ed Q 33: 30-31 O

HERNDON, Frank M.

A career in teaching the business subjects. Bus Ed Forum 18: 7-9 Ja
Consider business teaching! Future Bus Leader 18: 4-5, 12 Winter

HERON, Lilian

Do a better job in an easier way. J Bus Ed 40: 63-66 N

HESELHOLT, Frances

Shorthand activities. CBEA Bul 22: 7 O

HETTLE, Wallace

Distributive education, Muskegon county community college. MBEA News Bul 30: 4-5 O

HICKS, Charles B.

See Place, Irene

HICKS, Herbert G.

Are undergraduate business administration schools doing their job? Coll N & V 18: 1-5 D

HIGDON, James E., Jr.

The prediction of graduate school achievement from undergraduate grade-point averages and admission test for graduate study in business scores. University of Tennessee, M.S. thesis '63; N Bus Ed Q 33: 31 O

HIGH school

Business education at Roseville. Frances M. Harper. MBEA News Bul 29: 4-5 F

A business education handbook for the secondary schools of Wisconsin. Connie Allen. University of Wisconsin, M.S. thesis '63

A comparative analysis of the status of business education in Kansas secondary schools for 1962-63. Judy DeBross. Bus Ed J 12: 4-11 Fall

A comparative study of high school graduates and G.E.D. equivalents. Sandra B. Hathy. Arizona State University, M.S. thesis '63

Guidelines for curriculum planning in business education for secondary schools. Bus Ed Forum 19: 1-3 D

A study of the reasons why selected business education subjects are not taught in the

public high schools of North Dakota. Wayne D. Davison. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 17-18 O

A study of the status of the business education programs of the secondary schools conducted by the Daughters of Charity, Emmitsburg, Maryland, province, 1961-1962. Sister Mary Frances Finegan. Catholic University of America, M.A. thesis '63

A study of the vocational departments and graduates of Cromwell high school. Norman S. Loveid. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 41-42 O

A survey to determine the effectiveness of the 1960 and 1961 high school summer session given in Madison, Wisconsin. Roy M. Smits. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 57-58 O

HIGHLAND, Harold J.

The impact of the computer on instructional technology. Cath Bus Ed R 16: 21-30 Winter '64-65

HILLE, Robert

The IBM 402, 403, and 407 accounting machines. Data Processor 4: 5-7 F

HILLESTAD, Mildred

Data processing—from pebbles to pulsations. Bus Ed Forum 18: 12-13, 18 F

HILLIARD, Thomas C. and Thomas R. Prince

Analytical accounting case problems. South-Western. 128 p \$2.25

HIMSTREET, William C.

The administration and supervision of business education on the university level. N Bus Ed Q 32: 17-22 My

Two theories of communication. P-H Bus Ed Newsletter 15: 1 Spring

— and Wayne M. Baty

Business communications, 2nd ed. Wadsworth. 443 p \$7.50

— Leonard J. Porter, and Gerald W. Maxwell

Business English in communications. Prentice-Hall. 468 p \$4.32

HINSVERK, John K.

Role playing as a method of teaching employer-employee and co-workers relations to distributive education students. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 31-32 O

HOBEN, William J.

The effect of computers and data processing on college curricula. Data Processor 5: 4-6 O

HOFF, Marilyn L.

See Barron, J. F.

HOFFMAN, Warren F.

Standards for the establishment of public junior colleges in Iowa as determined by the implications of an historical survey and other criteria. University of Colorado, Ed.D. thesis '63; N Bus Ed Q 33: 32-33 O

HOHBACH, Ardith O.

A study of business teacher certification practices in the fifty states with a comparison of the national association for business teacher education recommended course study for business teachers to the minimum state requirements for business teachers. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 33-34 O

- HOLLAND, Kathryn G.**
Applied business typing. Rowe. 96 p \$2.08
- HOLLANDER, Sidney, Jr.**
See Ferber, Robert
- HOLLIS, Arthur**
A study of the 1959 graduate class of Escondido high school. San Diego State College, M.A. thesis '63
- HOLLOWAY, Robert J. and Robert S. Hancock**
The environment of marketing behavior, selections from the literature. Wiley. 400 p \$4.95
- HOLMES, Arthur W.**
Auditing: principles and procedure, 6th ed. Irwin. 905 p \$9.50
- HOLZER, H. Peter**
See Fess, Philip E.
- HOMAN, John E.**
Evaluation of the business education program at San Francisco state college based on a survey of the business education graduates from 1948-1962. San Francisco State College, M.S. thesis '63; N Bus Ed Q 33: 34-35 O
- HOPKINS, Charles E.**
Business education and the good student. Bal Sheet 46: 19-20 S
- HORACE, Regis A.**
Get out of the rut. Bal Sheet 46: 3 S
- HORWICH, George**
Money, capital, and prices. Irwin. 569 p \$12.50
- HOSKINSON, Robert E.**
See Gibson, E. Dana
- HOSLER, Russell J.**
How can facility with the shorthand system be developed best? The case for the connected matter approach. Bus Ed Forum 19: 13 O
- HOSMER, Clark L.**
Student feedback on classroom activities. Coll N & V 18: 11-12 D
- HOWE, Daniel R.**
And now, to the second of the three R's. Bus Ed World 45: 26-27 S
- HUANG, David**
Introduction to the use of mathematics in economic analysis. Wiley. 296 p \$6.95
- HUDSON, Marian J.**
An occupational survey of Casa Grande, Arizona. Arizona State University, M.B.A. thesis '63
- HUFF, Rita**
Accounting quickie quiz. Sec 24: 27 Mr; 23 My
Does evaluation in bookkeeping bother you? Bus Ed Forum 18: 20, 25 Mr
- HUFFMAN, Harry**
Programmed instruction in business education. NBA Y 2: 73-94
- HULET, Anita**
The development of competent business leadership. Bus Ed Forum 19: 31-32 N
- HUMAN relations**
Four case studies using the incident process method designed for use in teaching human relations in business at the junior college level. James R. Purvis. San Jose State College, M.A. thesis '63
Getting results through people. Peggy Norton Rollason. Today's Sec 67: 22-23, 55 D
- Human relations in industry, 4th ed. Burleigh B. Gardner and David G. Moore. Irwin. 489 p \$8.25
- The human side. See issues Today's Sec
- Role playing as a method of teaching employer-employee and co-worker relations to distributive education students. John K. Hinsverk. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 31-32 O
- Scientific management and human relations. Robert J. Daiute. Holt. 201 p \$2.95
- HYEK, James**
Multiplication and division on an adding machine. J Bus Ed 40: 42 O
- I
- IANNIZZI, Elizabeth**
Team teaching—a stimulating challenge. Cath Bus Ed R 15: 32-34 Summer
- INTERNATIONAL business education**
Business education—a doorway to success in the Virgin Islands. Sister Irene Francis. Cath Bus Ed R 15: 16-18 Summer
Business education in Western Nigeria. Richard D. Kidd and Marguerite Appel. Ohio Bus Tchr 24: 39-42, 94
Business teacher education in Great Britain. Ann Small. N Bus Ed Q 32: 59-63 Mr
A closer look at business education in England. Harry H. Bell. Bal Sheet 45: 303-304 Mr
The European university of Florence. Oretta Marchi. Inter Rev for Bus Ed 63: 6-8 Mr
Overseas professors in South America—motivations and accomplishments. Stanley E. Bryan. Coll N & V 17: 13-18 My
The role of government and its development financing in underdeveloped countries. Tong-egg Wang. Auburn University, M.S. thesis '63
Soviet economic education. N. DeWitt. Comparative Education Review 7: 262-66 F
- J
- JACKSON, John W., Jr.**
A study of physical facilities for distributive education in selected South Carolina high schools. University of Tennessee, M.S. thesis '63; N Bus Ed Q 33: 35-36 O
- JAMES, Sister Catharine**
Vote for V.O.T. (vocational office training). Cath Sch J 64: 90-92 Mr
- JAMES, Thomas**
A comparison of criteria utilized by employers in employing and promoting beginning stenographic-secretarial workers. New York University, Ed.D. thesis '63
- JANIS, J. Harold**
Writing and communicating. Macmillan. 502 p \$6.95
- JASNER, Matthew M.**
New developments in clerical practice. EBTA J 3: 38-40 Fall

- JEFFERS, Robert**
We set up a course in machine accounting. *Bus Ed World* 45: 31, 38 O
- JEFFERSON, Robert Wayne**
A study of the career patterns and formal education of selected managers of Illinois limited-price variety stores. State College of Iowa, M.A. thesis '63; *N Bus Ed Q* 33: 36-37 O
- JELLEY, Herbert M.**
See Reigel, Charles E.
- JESTER, Don J.**
Preview transcription too! *Bus Ed Forum* 19: 15, 20 N
The shorthand transcription process and its teaching implications. *VBE Bul* 18: 9-10 F
- JEVONS, Elsie M.**
Stenographic and secretarial careers. *Future Bus Leader* 18: 9-11 Summer
- JOHANSEN, Harold Dale**
An evaluation of the federally reimbursed distributive education programs in Iowa high schools, with specific reference to the evaluative grades as developed by the national study of secondary school evaluation. State University of Iowa, Ph.D. thesis '63
- JOHNS, John Mark**
Educational, professional, and cultural factors contributing to the selection of potential business and industrial managers. *N Bus Ed Q* 33: 33 O
- JOHNSON, H. Webster**
How to use the business library, 3rd ed. South-Western. 160 p \$1.50
- JOHNSON, James Roland**
The effect of high speed drill on speed and accuracy development in beginning typewriting. North Texas State University, Ed.D. thesis '63; *J Bus Ed* 39: 339 My
- JOHNSON, Margaret H.**
The effects of skill-builder controlled reader training in facilitating skill development in college typewriting. *J Bus Ed* 40: 30-31 O
- JOHNSON, Mian**
Frequently asked questions about Section V, secretarial skills. Sec 24: 26-27 F
Secretaries say, Sec 24: 12-13 Ap
Some suggested dos and don'ts. Sec 24: 4 Mr
Standardization of professionalism for the secretary. *Bus Ed Forum* 19: 24-25 D
- JOLLIFFE, H. R.**
Semantics and its implications for teachers of business communication. *J Bus Communication* 1: 1-18 Mr
- JONES, Adaline D.**
A survey to determine the knowledges and skills needed by clerical workers in first-level entry occupations in digital computer installations. Ohio State University, Ph.D. thesis
- JONES, Catherine M.**
Trends in office management as revealed in the literature, 1913-1962, with implications for the future of office management and for a college curriculum. University of Colorado, Ed.D. thesis
- JONES, Larry Gale**
An economic study of the growth of the Mankato citizens telephone company, 1898-1962. Mankato State College, M.S. thesis '63
- JONES, Margaret**
Report on reference books. *Today's Sec* 67: 42-43, 66 N
Views on interviews. *Today's Sec* 66: 45 Je
- JONES, Max B.**
The function of collateral readings in teaching management principles. *Coll N & V* 17: 7-9 My
- JONES, Robert L., Jr. and Virgil R. Teigland**
Diagnostic tests predict success in stenography. *Bal Sheet* 46: 148-50, 189 D
- JORDAN, Betty**
Techniques of teaching the electric typewriter. *Cath Bus Ed R* 16: 31-37 Winter '64-'65
- JORDON, Ellis**
A course of study for consumer economics. San Diego State College, M.A. thesis '63
- JOSEPH, Robert D.**
Automation and unemployment. *Data Processor* 4: 7-8 My
- JUNIOR college**
Business administration and the community college. Keith D. MacPhee. *MBA News Bul* 29: 4-5 My
The challenging role of the junior college. Ralf J. Thomas. *Bal Sheet* 45: 339 Ap
A comparative study to determine growth in medical secretarial programs of three junior colleges of Maryland, 1951 and 1961. Sister Mary Charles Lafferty. Catholic University of America, M.A. thesis '63
A follow-up study of the 1957 through 1961 graduates of the two-year post-high school technical business administration program at the Appleton school of business. Paul A. Gehrig. University of Wisconsin, M.S. thesis '63; *N Bus Ed Q* 33: 21-22 O
Four case studies using the incident process method designed for use in teaching human relations in business at the junior college level. James R. Purvis. San Jose State College, M.A. thesis '63
The junior college means business. John F. Lotz. *J Bus Ed* 40: 129-30 D
The junior college movement with emphasis on a follow-up study of terminal students graduated from selected Missouri junior colleges to determine the relationship between their college training program and their present occupation. Orie A. Cheatham. *J Bus Ed* 40: 30 O
The junior college transfer student. CBEA *Bul* 21: 1, 3 Mr
Junior colleges. William F. Sassaman. *EBTA Y* 37: 183-94
Junior colleges are partners in higher education. Gerald D. Cresci. *CBEA Bul* 21: 13 Mr
The liberal arts curriculum. Albert L. Fisher. *EBTA J* 3: 23-24 Fall
The need for junior colleges. W. L. McDivitt. *Delta Pi Epsilon J* 7: 1-3 N
Office education now in junior community colleges in Michigan. Aline Lynch. *MBA News Bul* 29: 3-4 F
The role of the advisory commission in the accounting curriculum of a community college. James J. McGrath and Rosalind H. Solon. *Delta Pi Epsilon J* 7: 4-12 N

JUNIOR college (continued)

Standards for the establishment of public junior colleges in Iowa as determined by the implications of an historical survey and other criteria. Warren F. Hoffman. University of Colorado, E.D. thesis '63; N Bus Ed Q 33: 32-33 O

What a community college can do for your students. Don Bright. Ohio Bus Tch 24: 75-76, 92

What a community college has to offer. Gunder A. Myran. Bus Ed World 44: 15, 35 My

JUNIOR high school

Business education in the junior high school. H. C. Gulbrandson. Bal Sheet 45: 348-49, 383 Ap

A comparative ability and achievement study of the academic, business, and general students at Gordon Swift junior high school, Watertown, Connecticut. Stephen J. Botchis. Central Connecticut State College, M.S. thesis '63; N Bus Ed Q 33: 11-12 O

Exploratory and guidance functions of business education in the junior high school. Clarence Maze. J Bus Ed 40: 21-22 O

Junior high school creative typewriting. Harmon M. Bulley. Sincerely Yours 16: 8 Ap

Junior high typing: comparing achievements of students in seventh, eighth and ninth grades. Hetrick A. Foss. Bus Ed World 45: 7-8, 32 D

Motivating junior high pupils. Nathan Krevoilin. P-H Bus Ed Newsletter 16: 2 Fall

A study of the junior high school typewriting program in Racine, Wisconsin. Estelle Griffith. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 22 O

Typewriting in the junior high school. Clarence Maze. Bal Sheet 45: 355-57 Ap

Typing belongs in junior high. R. Lowell DaVee. Bus Ed in Action 3: 8-9

K**KAGEN, Valerie Appel**

Shorthand systems in the high school—a comparison. Bus Ed Observer 35: 24-26 Spring

KAISER, Norman F.

Macroeconomics, fiscal policy and economic growth. Wiley. 528 p \$9.75

KALLAUS, Norman F.

The high school graduate faces automation.

Future Bus Leader 18: 8-10 Winter

Those finishing touches in office practice. Bus Ed Forum 18: 26, 30 Ap

KAMPER, Sister Mary Catherine

Effect of educational programs of automated machines in business offices. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 51-52 O

KANE, Eleanor

Clerical practice and the potential dropout. J Bus Ed 39: 191-94 F

KAPPEL, David J.

In-school cooperative secretarial training. H Points 46: 46-48 Ja

KARNES, M. B. and others

Effects of typing instruction on the personality

and achievement of educable mentally handicapped children. Exceptional Children 31: 27-32 S

KARRENBROCK, W. E.

See Simons, Harry

KATZ, Harry

See Coppola, Andrew J.

KAUFMAN, Bessie B.

Can business education meet the challenge of the vocational act? Bus Ed Forum 18: 28-29 Ap

KAUFMANN, Richard E.

Equipment developments. EBTA Y 37: 241-58

KAYE, Norman J.

The contribution of the case to learning, teaching, and professional advancement. ABWA Bul 29: 21-24 D

KEELING, B. Lewis

New directions in the preparation of book-keeping and clerical personnel. NBEA Y 2: 213-28

See also Pendery, John

KEENE, J. Hershey

Teaching about government expenditures: the principles involved. Insert from Newsletter JCEE 3-6 F

KELLAR, Hazel A.

The secretarial crisis. Sec 4: 6, 10 Ap

KENNEDY, Calvin E.

Differences in academic achievement in an undergraduate college of business among students having different backgrounds of high school preparation. University of Nebraska, Ph.D. thesis '63; J Bus Ed 39: 206-207 F

KENNEDY, John W.

Some changes in our economic system. NBEA Y 2: 153-64

KENNEDY, Rita L. and Robert E. Wiper

How can we build accuracy in typing? Bus Ed World 45: 20-22 O

KENSKY, Harry C.

A sense of values in business and English. J Bus Ed 40: 11-13 O

KEPPEL, Francis

Vocational education—a promise for tomorrow. Am Voc J 39: 15-18 F

KESSLER, Allen

Meet Mr. typewriter. Bus Ed Observer 35: 31 Spring

KIDD, Richard D. and Marguerite Appel

Business education in Western Nigeria. Ohio Bus Tch 24: 39-42, 94

KIESEWETTER, Leo A.

A study of State farm insurance companies' management training programs. Illinois State Normal University, M.S. thesis '63

KIMBRELL, Grady

Shorthand for the non-vocational student. CBEA Bul 22: 4 D

KIND, Clinton

A follow-up study of the 1958-1962 accounting graduates of Mankato state college. Mankato State College, M.S. thesis '63

KING, Lillian

Information retrieval. Ohio Bus Tch 24: 78-81, 96

KIRK, Beverly C.

We must introduce transcription at an earlier point. Bus Ed World 45: 22-23 O

- KIRK, John, Wesley Scott, and Jacques Lurie
Office machine practice, 7th ed. Rowe. 48 p
\$96
- KIRKPATRICK, Milo O., Jr.
The independent business school curriculum.
N Bus Ed Q 32: 88-93 My
- KITASAWA, Sukeo
Colonialism in business letters. ABWA Bul
28: 22-25 Ap
- KLAURENS, Mary K.
See Schoonover, H. A.
- KLEIN, Abraham E.
Elementary shorthand and the language-arts
approach. BEA Y 25: 124-33
- KLEINER, Sanford
The businessman speaks to the business edu-
cator. Bus Ed Observer 35: 24-28 Winter
- KLEINSCHROD, Walter A.
How a programmer goes about it. Admin Mgt
25: 29-35 Ag
Updating the facts about copiers. Admin Mgt
25: 29-48 Mr
- KLIGMAN, Morris
How to write 240 wpm in Pitman shorthand.
Pitman. 280 p \$4.75
- KLISE, Eugene S.
Money and banking, 3rd ed. South-Western.
778 p \$7.25
- KLOS, Joseph J.
The drive for security in occupational life.
NBEA Y 2: 135-52
- KNAPP, Richard
Power reading?? whazzat?? EBTA J 2: 56-58
Spring
- KNAPPER, Arno F.
Synopsis of cases available from ABWA.
ABWA Bul 29: 30-31 D
- KNIGHT, John
Business education for the college-bound stu-
dent. University of Wisconsin, M.S. thesis '63;
N Bus Ed Q 33: 37-38 O
- KNOFLA, Alan N.
Establishment of a unit of programmed in-
struction in bookkeeping at Rockville high
school, Rockville, Connecticut. Central
Connecticut State College, M.S. thesis '63
- KOHNS, Donald P.
The improvement of Croit's lettering instruc-
tion through the use of teaching machines.
University of Minnesota, M.A. thesis '63;
N Bus Ed Q 33: 38-39 O
- KOLKHORST, Imogene
How is notehand doing? Bus Ed World 45:
3-4, 26 D
- KOMISAR, Jerome B.
See Gambs, John S.
- KONDOROSSY, Elizabeth D.
Typing offers hope to the handicapped. Ohio
Bus Tch 24: 13-19, 91
- KOREY, Hazel M.
Let's not downgrade the commercial diploma.
H Points 46: 31-33 My
- KOSANOVICH, William T.
Office practice: specialist vs. general practi-
tioner. Bus Ed World 44: 13-15 F
- KOTTMAN, E. J.
Semantic evaluation of misleading advertising.
Journal of Communication 14: 151-56 S
- KOVINOW, Muriel C.
"Live" insurance: an experience for slow
learners. H Points 46: 55-58 Ja
- KRAWITZ, Myron J.
Let's find some square holes. Bus Ed World
45: 19, 33 O
- KRAY, Eugene J.
A new telephone learning technique. Bal
Sheet 46: 192 D
The telephone—a new learning technique.
Bus Ed Observer 35: 10, 32 Spring
- KREIDBERG, Irene D.
Records management—a necessary phase of
office standards. Bus Ed Forum 18: 23-24
Mr
- KREVOLIN, Nathan
The implementation of art typing. EBTA J
3: 33-37 Fall
Motivating junior high pupils. P-H Bus Ed
Newsletter 16: 2 Fall
Teaching typewriting to handicapped elemen-
tary school children. Typ News 34: 1. 7
Typing zip codes. J Bus Ed 39: 306 Ap
— and Leonard J. Porter
Determining your T.Q. (typing quotient). Bus
Tchg Aid T-23. Prentice-Hall. 2 p Free
- KROEGER, Arthur
See Dirksen, Charles J.
- KRUEGER, Donald
Prediction of success in business subjects with
the use of Minnesota clerical test. Univer-
sity of Wisconsin, M.S. thesis '63; N Bus
Ed Q 33: 39 O
- KUHLMAN, John M. and Gordon S. Skinner
The economic system, rev. ed. Irwin. 535 p
\$7.75
- KUMPF, Walter A.
See Anderson, Ronald A.
- KURTZ, Margaret A.
Who should train technical secretaries—in-
dustry or educators? J Bus Ed 39: 230-32
Mr
- KUTCH, Richard
Basic business in Michigan high schools to-
day. MBEA News Bul 29: 3 My

L

- LAFFERTY, Sister Mary Charles
A comparative study to determine growth in
medical secretarial programs of three junior
colleges of Maryland, 1951 and 1961. Cath-
olic University of America, M.A. thesis '63
- LAGEMANN, J. K.
It's never too early to learn the economic
facts of life. PTA Magazine 59: 4-7 N
- LAMB, Anne L.
The checks we write. Sec 24: 20-21, 28 My
- LAMB, Marion M.
When should transcription be taught? The
case for deferred transcription. Bus Ed
Forum 19: 15-16 O
- LANDWEHR, Bernard J.
An analysis of selected factors related to suc-
cess in the study of college accounting with
a view toward establishing minimum en-
trance requirements for college accounting
students at West Liberty state college, West
Virginia. University of Pittsburgh, Ed.D.
thesis '63; J Bus Ed 39: 207 F
- LANG, Mary Jane
Predicting elementary shorthand achievement.
Bal Sheet 45: 300-302 Mr

- LANG, Rosalind
See Whitcomb, Helen
- LANHAM, Frank W.
Business communication in the seventies.
BEA Y 25: 82-91
See Stewart, Marie
- LARSON, Allan D.
An analysis to determine the frequency of digits, symbols, and number patterns occurring in business correspondence of selected business firms. University of North Dakota. M.S. thesis '63
- LARSON, Harvey A.
Accounting laboratories: are they assets or liabilities? Coll N & V 18: 19-21 D
- LARSON, Lola Mae
Case study of a clerk that analyzed her job.
Data Processor 4: 5-7 Ap
- LaSALLE, James F.
The role of the secondary school business education department in preparing students for employment in business offices using data processing equipment. Pennsylvania State University, Ed.D. thesis '63; J Bus Ed 39: 162 Ja; 296-97 Ap; N Bus Ed Q 33: 40-41 O
- LAURIE, Edward J.
Application of domestic digital computing systems in business and schools of business in the United States. Data Processor 4: 9-10 Ja
- LEABO, D. A. and C. Frank Smith
Basic statistics for business and economics, rev. ed. Irwin. 493 p \$8.75
- LEACH, Clayton E.
Card punch trainings: another marketable skill for our graduates. Bus Ed World 44: 26-27 My
- LEADON, Delores
Adjusting lesson plans to improve classroom effectiveness. Bus Ed Forum 19: 11-12 N
- LEBEDA, Agnes
Teach and talk about business. Bus Ed Forum 18: 5 Mr
Teach for business law concepts in general business class. Bus Ed World 45: 5, 39 D
- LeCLEREQ, Joan
What happened to the "short" in shorthand? CBEA Bul 22: 8 D
- LEDINSKY, Sister M. Francis Pauline
A study of the office practice courses in Catholic secondary schools of the Archdiocese of Detroit, Michigan, with a view to recommending needed improvements, 1960-1961. Catholic University of America, M.A. thesis '63
- LEDWELL, Sister Thomas Marie
A survey of selected business offices in Charlottetown, Prince Edward Island, Canada, to determine job opportunities and requisites for beginning office workers, 1962-1963. Catholic University of America, M.A. thesis '63; N Bus Ed Q 33: 56-57 O
- LEE, Betty
Motivation—the key to success in bookkeeping. CBEA Bul 22: 4 O
- LEES, George W.
The T account speeds learning. Bal Sheet 45: 208-10 Ja
- LEITZ, Sister M. Gerard
A study of the value of the business education program of Saint Francis convent school, Honolulu, Hawaii, based upon graduates' vocational and personal use of business subjects, 1947-1957. Catholic University of America, M.A. thesis '63; N Bus Ed Q 33: 52 O
- LeMASTER, A. J.
The effects of selected auditory stimulation upon learning typewriting. J Bus Ed 39: 296 Ap
- LENNON, Joseph L.
Materialism, money and morality. Cath Bus Ed R 15: 5-12 Winter
- LESACK, Joseph
See Carpenter, William
- LESLIE, Louis A.
The story of Gregg shorthand. Gregg. 214 p \$4.95
Teaching transcription today. BEA Y 25: 150-54
See also Gregg, John R.
— and Charles E. Zoubek
Graded transcribing tests, diamond jubilee series. Gregg. 128 p \$1.64
- LESSENBERRY, D. D.
The ground to start from. CBEA Bul 21: 1, 3 My
— S. J. Wanous, and Charles H. Duncan
College typewriting, 7th ed. South-Western. 160 p \$3.75
- LESTER, Richard A.
Economics of labor, 2nd ed. Macmillan. 626 p \$7.95
- LEVEN, Lenora M.
Projects in English class can help solve students' problems. Bus Ed World 45: 17-19 S
- LEVENSON, Mildred P.
Office-style dictation in school-style classes. J Bus Ed 39: 323-24 My
Taking dictation and composing at the typewriter. J Bus Ed 39: 235-36 Mr
- LEVERENZ, Donald
Fitzgerald solves the boy problem. J Bus Ed 40: 23-24 O
- LEWIS, Harry
Computational short cuts. Today's Sec 66: 20-21, 53 Ja
See also Rosenberg, R. Robert
- LIGUORI, Frank E.
To electrify or not to electrify? Bal Sheet 45: 196-202 Ja
- LILES, Parker
Retraining for new jobs. NBEA Y 2: 51-71
— and Zenobia T. Liles
Administration and supervision of business education in colleges and universities. N Bus Ed Q 32: 3-4 My
- LILES, Zenobia T.
See Liles, Parker
- LIND, Ann
Distributive education, Detroit public schools. MBEA News Bul 30: 3-4 O
- LINK, O. D., Jr.
Inform your students about office occupations for Navy personnel. Bus Ed World 44: 13-14, 36 My
- LINN, John H.
Business education challenged—act now. CBEA Bul 21: 1, 5 Mr

- LITZINGER, William D.
Needed—balance in the business faculty. *Coll N & V* 18: 7-9 O
- LLOYD, Alan C.
Center at 50, please! *Bus Tchr* 42: 13 N-D
Fifteen reasons for expecting better and better skills. *Ohio Bus Tchr* 24: 26-28, 91
How much typing is enough? *Bus Tchr* 41: 5, 32 My-Je
Typewriting looker-uppers. *Bus Tchr* 41: 15 Ja-F
Typewriting now and in the 1970's. *BEA Y* 25: 163-69
When they've had some typing before. *Bus Tchr* 41: 14 Mr-Apr
— John L. Rowe, and Fred E. Winger
Gregg typewriting for colleges, 2nd ed. Gregg. 352 p \$5.25
- LOGAN, William B.
Teachers wise visualize! *Bus Tchg Aid Y-3*. Prentice-Hall. 2 p Free
- LOMAX, Paul S.
Business education and the dropout problem. *J Bus Ed* 39: 224-25 Mr
Changes in the philosophy of business education. *NBEA Y* 2: 1-19
Let's make high school graduates employable. *J Bus Ed* 40: 48-49 N
— and others
The vocational education act of 1963 and suggested lines of action relating to vocational education for business and office occupations. *Bus Ed Forum* 18: 29-32 Ja
- LONG, Russell B.
The senate looks at business failure. *Bal Sheet* 45: 252-53, 259 F
- LONGO, Edmund M.
Debate—an essential in economics. *Bal Sheet* 45: 254-55 F
- LORD, J. Charles E.
Audio equipment: what price progress? *Bus Ed World* 44: 10-12 Ja
Focus on investments through decision-making. *Bus Ed World* 45: 9-12, 29 D
How to teach a unit on co-operatives. *Bus Ed World* 44: 23, 34 F
- LORD, William J., Jr.
The graduate communications curriculum. *ABWA Bul* 28: 15-21 Ap; 29: 17-20 D
- LOTZ, John F.
The junior college means business. *J Bus Ed* 40: 129-30 D
- LOVEID, Norman S.
A study of the vocational departments and graduates of Cromwell high school. University of Minnesota, M.A. thesis '63; *N Bus Ed Q* 33: 41-42 O
- LUING, Larry L.
With the private business schools. *See issues Bus Tchr*
- LURIE, Jacques
See Kirk, John
- LYDEEN, Jerald B.
Adding and calculating machine standards in selected post-secondary schools. University of North Dakota, M.S. thesis '63; *N Bus Ed Q* 33: 42 O
- LYNCH, Aline
Office education now in junior community colleges in Michigan. *MBA News Bul* 29: 3-4 F

- LYNN, Edward S.
Education and professional training. *See issues J Accy*
- LYSNE, Eugene R.
A comparison of evaluation techniques in typewriting. Mankato State College, M.S. thesis '63
- LYTLE, Richard C.
Accounting and auditing problems. *See issues J Accy*

Mc

- McALLISTER, A. R.
Economic education: a new horizon. *Instr* 73: 7 Ja
Economics for your classroom. *Grade Teacher* 82: 68-70 D
Introduction to economics for eight-year-olds. *Grade Teacher* 82: 68-70 O
- McANDREW, Sister Marie Christine
A follow-up study of the 1960 graduates of Edgewood high school of the Sacred Heart, Madison, Wisconsin. University of Wisconsin, M.S. thesis '63; *N Bus Ed Q* 33: 53 O
- McCADDEN, Jerome
A design to make general business creative. *Bal Sheet* 46: 58-59 O
- McCARTHY, E. Jerome
Basic marketing: a managerial approach, rev. ed. Irwin. 996 p \$8.95
- McCLANAHAN, Donald E.
The place of work experience programs in business education. Arizona State University, M.S. thesis '63
- McCONNELL, C. R.
Teaching economic growth in the college introductory course. *Educational Forum* 28: 359-66 Mr
- McCRACKEN, Lucy
Your days are numbered. *Today's Sec* 67: 26-27, 55 O
- McCRIMMON, Julia and Calfrey C. Calhoun
How we set up a high school investment corporation. *Bus Ed World* 44: 20-21 My
- McCRORY, Jeanne C.
Trends in bookkeeping, record keeping, and business data processing in the comprehensive high school. *VBE Bul* 18: 8 F
- McDERMOTT, F. Arnold
Office training returns more than it costs. *Admin Mgt* 25: 52-54 Mr
- McDERMOTT, Jeanne
Notehand at William Tennent. *Bus Tchr* 42: 16 N-D
- McDIVITT, W. L.
The need for junior colleges. *Delta Pi Epsilon J* 7: 1-3 N
- McDONALD, Richard E.
Bookkeeping and clerical records. *CBEA Bul* 21: 14 Mr
How to teach the keyboard in one lesson. *Typ News* 34: 4
- McDONNELL, Bernard J.
Something old, something new. *EBTA J* 2: 42 Spring
- McFARLAND, Dalton E.
Management principles and practice, 2nd ed. Macmillan 684 p \$7.95

- McGRATH, James J. and Rosalind H. Solon**
The role of the advisory commission in the accounting curriculum of a community college. *Delta Pi Epsilon J* 7: 4-12 N
- McINTURFF, Paul E.**
Effects of variations in syllabic intensity on straight copy performance among novice typists. *Delta Pi Epsilon J* 7: 23-27 N
- McKELVEY, David N.**
Adults appreciate attention. *J Bus Ed* 39: 138-39 Ja
- McKITRICK, Max O.**
Business education in the liberal arts curriculum. *N Bus Ed Q* 32: 72-80 My
- McMILLIN, Leta**
We reduced shorthand failures by combining shorthand and typing. *Bus Ed World* 44: 25, 39 My
- McMURTY, Patsy**
See Skimin, Eleanor
- McMURTRY, David C.**
Business-economic education in the secondary school: a philosophy. *Bal Sheet* 46: 56-57, 93 O
- McNEAL, James U.**
The academic butterfly. *Coll N & V* 18: 26 D
- McNELLY, A. E., L. J. Adams, and Milton C. Olson**
Business and consumer arithmetic, 5th ed. Prentice-Hall. 386 p \$4.44
- McRAE, T. W.**
The impact of computers on accounting. Wiley. 310 p \$6
- M**
- MacDONALD, Robert D.**
There is a place for all students in book-keeping. *Bus Ed Forum* 19: 15-16 D
- MacPHEE, Keith D.**
Business administration and the community college. *MBA News Bul* 29: 4-5 My
- MADDOX, Margaret O.**
Business law quickie quiz. *Sec* 24: 28 Ap
- MAGNESEN, Vernon A.**
See Schutte, Eileen
- MAGUIRE, John T.**
Travelin' Pete talks turkey! *ABWA Bul* 29: 11-16 D
- MAKENS, James C.**
Dead-firm analysis as an instructional tool. *Coll N & V* 18: 23-25 D
- MALONE, Jessie B.**
A follow-up study of the graduates of Jefferson high school (Jefferson City, Tennessee), 1956-1960. University of Tennessee, M.S. thesis '63; *N Bus Ed Q* 33: 42-43 O
- MANTEL, Samuel J. and Gerhard Rosegger**
A plague on both your houses. *Coll N & V* 17: 7-11 Mr
- MAPLES, Carol Sue**
Working conditions of business teachers in a selected group of public Kansas high schools with enrollments of 50 to 650. Kansas State College of Pittsburg, M.S. thesis '63
- MARA, Jacqueline F.**
An analysis of the duties and responsibilities of college registrars and the place of business and other competencies in the performance of their duties. Boston University, Ed.M. thesis '63
- MARCHI, Oretta**
The European university of Florence. *Inter Rev for Bus Ed* 63: 6-8 Mr
- MARIETTA, E. L.**
Why are we economic illiterates? *MBA News Bul* 29: 3-4 My
- MARKELL, William**
Programmed instruction in accounting. *J Bus Ed* 39: 321-22 My
- MARKETING**
Basic marketing: a managerial approach, rev. ed. E. Jerome McCarthy. Irwin. 996 p \$8.95
The booster and the snitch. Mary O. Cameron. Free Press. 214 p \$5.95
Dead-firm analysis as an instructional tool. James C. Makens. *Coll N & V* 18: 23-25 D
Economic concepts basic to an understanding of introductory marketing. Lloyd George Smith. Indiana University, D.B.A. thesis '63; *J Bus Ed* 39: 252 Mr; *N Bus Ed Q* 33: 57 O
The environment of marketing behavior, selections from the literature. Robert J. Holloway and Robert S. Hancock. Wiley. 400 p \$4.95
International marketing as viewed by an American importer. Byron Vosi. *Delta Pi Epsilon J* 7: 28-32 N
Know your merchandise, 3rd ed. Isabel B. Wingate, Karen R. Gillespie, and Betty G. Addison. Gregg. 672 p \$6.76
Marketing: change and exchange. Hiram C. Barksdale. Holt. 332 p \$3.50
Marketing: principles and methods, 5th ed. Charles F. Phillips and Delbert J. Duncan. Irwin. 884 p \$8.95
Marketing research. Robert Ferber, Donald F. Blankertz, and Sidney Hollander, Jr. Ronald. 679 p \$8.50
Marketing research: text and cases, rev. ed. Harper W. Boyd, Jr. and Ralph Westfall. Irwin. 808 p \$8.95
Modern marketing thought, J. H. Westing and Gerald Albaum. Macmillan. 430 p \$3.95
Planning and problems solving in marketing. Wroe Alderson and Paul E. Green. Irwin. 671 p \$10
- MARKIN, Rom J.**
The critical mind the critical review. *Coll N & V* 17: 22-24 My
- MARKSHEFFEL, Kay**
Are typists ambidextrous? *J Bus Ed* 40: 67-69 N
- MARTI, D. B.**
Income tax and social security course, 18th ed. Prentice-Hall. 170 p \$2.90
- MASON, L. D.**
Business education offers something of value to all pupils. *Clearing House* 39: 51-52 S
Clerical record keeping—an analytical appraisal. *Bal Sheet* 45: 212-13 Ja
- MASON, Ralph E.**
Distributive education program. *EBTA Y* 37: 168-79
New directions in the preparation of distributive personnel. *NBEA Y* 2: 195-212

- MASON, William J.
The future for today's youth. *Bus Ed Forum* 18: 13-14 Mr
- MATTESSICH, Richard
Accounting and analytical methods. *Irwin*. 569 p \$9
- MATTHEWS, Ronald M.
Teaching adults machine shorthand. *Bus Ed Observer* 35: 12-13 Spring
- MATTHYS, Paula
Pick a photocopy paper. *Today's Sec* 66: 36-37, 94 My
Spell it right. *Today's Sec* 66: 27-28 Ja
- MAUTZ, Robert K.
Fundamentals of auditing, 2nd ed. *Wiley*. 600 p \$8.95
- MAXWELL, Gerald W.
Evaluating business letters. *P-H Bus Ed Newsletter* 16: 1 Fall
See also Himstreet, William C.
- MAY, Martin
Accounting and data processing. *BEA Y* 25: 16-22
- MAZE, Clarence
Exploratory and guidance functions of business education in the junior high school. *J Bus Ed* 40: 21-22 O
Typewriting in the junior high school. *Bal Sheet* 45: 355-57 Ap
- MEEHAN, James R.
How to use the calculator and the comptometer, 5th ed. *Gregg*. 128 p \$2.16
See Agnew, Peter L.
- MEIGS, Walter B.
Principles of auditing, 3rd ed. *Irwin*. 873 p \$9
- MEINHARDT, Helen M.
The challenge of the slow learner. *EBTA J* 2: 76-78 Spring
- MELENDY, G. W.
The academic push. *CBEA Bul* 21: 16 My
- MELLINGER, Morris
Needed: a new way to measure difficulty of dictation matter. Has the syllabic intensity yardstick lost its magic? *Bus Ed World* 45: 9-11 N; Let's adopt the yardstick of a word frequency index. 13-15, 30 D
- MENDENHALL, Michael K.
The 514 reproducer. *Data Processor* 4: 5-6 Mr
- MENDENHALL, Spencer Kay
Stroking proficiency as a factor in typewriter keyboard presentation. *Brigham Young University, M.S. thesis* '63
- MENGES, Paul F.
Success without arithmetic? *Bal Sheet* 45: 391-94 My
- MERCIER, Lionel H.
The college secretarial student. *Bus Tchr* 41: 22 My-Je
- MEYER, G. Dale
How to teach can (not?) be taught. *CBEA Bul* 22: 5-6 D
- MEYER, Robert H.
The local community—a general business laboratory. *J Bus Ed* 39: 333-35 My
- MEYER, Warren G.
A new era in distributive occupations. *Bus Ed Forum* 18: 6 Ap
— and Harold O. Toupin
A career in the distributive occupations. *Bus Ed Forum* 18: 12-14 Ja
- MILHAM, George E.
I taught transcription to a class of honor students. *Bus Ed World* 45: 16-17 D
Thirty-nine commercial diplomas. *H Points* 46: 49-51 Ja
- MILLER, Elwood
Practical data processing through initiative and community cooperation. *Bal Sheet* 45: 388-90 My
- MILLER, Harlan B.
Teaching economic literacy is a contribution to general education. *Bus Ed World* 45: 26-27, 36 O
- MILLER, James B.
The development of economic understandings of ninth-grade students. *University of Minnesota, M.A. thesis* '63; *N Bus Ed Q* 33: 43 O
- MILLER, Jay W.
The independent business school and community leadership. *J Bus Ed* 39: 147-48 Ja
— and William J. Hamilton
The independent business school in American education. *Gregg*. 258 p \$5
- MILLER, Margaret J. and Helen F. Clement
Applying and qualifying for the examination. *Sec* 24: 30-31, 33 O
- MILLER, Mildred Davis
A follow-up study of graduates of Loudon county high school (Loudon, Tennessee), 1956-1960. *University of Tennessee, M.S. thesis* '63; *N Bus Ed Q* 33: 44 O
- MILLER, Morris
Improving teaching effectiveness in bookkeeping. *J Bus Ed* 39: 280-81 Ap
- MILLER, Rosemary O.
A follow-up study of the 1957, 1958, 1959, 1960, 1961 graduating classes of Verona union high school, Verona, Wisconsin. *University of Wisconsin, M.S. thesis* '63; *N Bus Ed Q* 33: 44-45 O
- MIRANTI, Elvira
Timed writings—standards and grading. *Bal Sheet* 46: 64-65, 95 O
- MIYARES, Enrique
Latin American trade. *Cath Bus Ed R* 15: 41-45 Winter
- MIZE, Jimmy R.
The allocation of income taxes on corporate financial statements. *Auburn University, M.S. thesis* '63
- MOLDER, Dortha
Bring variety to your general business classroom. *Bus Ed World* 44: 16-17 Ap
- MONET, Marie
Art terms. *Today's Sec* 66: 61-62 Mr
- MONTOYA, Sarah
Business spoken here. *Sec* 24: 12-13 S
Evocative, provocative. *Sec* 24: 26-27 N
Words at work—compound fractures. *Sec* 24: 10-11 My
Words at work—more not-quite alike. *Sec* 24: 24-25 F
Words at work—what's in a name? *Sec* 24: 18-19 Je-Jl
You can say that again! *Sec* 24: 20-21 O
- MOORE, David G.
See Gardner, Burleigh B.
- MOORE, Donald
The effect of enrichment material on the accuracy of writing brief forms in *Gregg*

- MOORE, Donald (*continued*)
shorthand. Mankato State College, M.S. thesis '63
- MORAN, Donald R.
Sing along. Typ News 34: 2
- MORGENSTEIN, Melvin
Teaching the elements of binary arithmetic. Data Processor 5: 9-11 D
- MORGENSTERN, Oskar
See von Newmann, John
- MORRIS, William T.
The analysis of management decisions, rev. ed. Irwin. 560 p \$9.50
- MORTOLA, Edward J.
What new directions are dictated for business education by the changing business environment? EBTA J 3: 4-6, 8 Fall
- MOULTON, Priscilla M.
Shorthand corner. See issues Bus Ed World
- MOUSER, Marcella
Emphasis on economic principles in the teaching of shorthand. Bus Ed J 11: 18 Winter
How do you rate professionally? Bus Ed J 11: 2 Winter
- MOWRER, O. Hobart
Truth in communication. J Bus Communication 2: 18-23 O
- MROCHEK, Ronald
Evaluation of one-year shorthand courses in Wisconsin. University of Minnesota, M.A. thesis '63
- MUSE, Paul F.
Dare we be professional? Bus Ed Forum 18: 1-2 Ja
Let us not forget. Bal Sheet 45: 387 My
The state college of education business curriculum. N Bus Ed Q 32: 41-66 My
See also Forkner, Hamden L.
- MUSSELMAN, Vernon A.
Make general business interesting. Bal Sheet 46: 15-16 S
- MYERS, Melinda
Literary terms. Today's Sec 66: 43-44 Ja
- MYRAN, Gunder A.
What a community college has to offer. Bus Ed World 44: 15, 35 My
- N
- NANASSY, Louis C.
Administration and supervision of business education in state colleges of education. N Bus Ed Q 32: 31-40 My
Business education index—1963. Gregg. 70 p \$2
- NATALE, Gloria M.
Measurement aspects of the shorthand and typewriting forms of the national business entrance tests. Teachers College, Columbia University, Ed.D. thesis '63
See also Hammer, George J.
- NATIONAL association for business teacher education
The business teacher education curriculum—a study of subject-matter elements (part 2). Bulletin 81. John L. Rowe, ed. National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D. C. 20036. 73 p \$1.25
Current issues in business teacher education. Bulletin 80. John L. Rowe, ed. National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D. C. 20036. 64 p \$1.25
NABTE bulletins. NABTE Bul 80: 63-64; N Bus Ed Q 33: 4, 73 D
NABTE curriculum study. Lewis R. Toll and others. N Bus Ed Q 33: 3 D
National association for business teacher education—roster of member colleges and universities, 1964-1965. N Bus Ed Q 33: 68-72 D
- NATIONAL secretaries association
Kaleidoscope. Fred S. Cook. See issues Sec NSA—the life of your time. Paul M. Rakovan. Sec 24: 12-13 My
- NAYLOR, J. C.
See Rizzo, J. R.
- NEAR, Doris
See Brendel, LeRoy
- NEEL, Reba K.
A study of the role of office services in enabling faculty members to attain academic productivity. J Bus Ed 39: 161 Ja
- NEGUS, Alan G.
See Shiff, Robert A.
- NELSON, Dennis L.
How does the achievement of high school students taking an educational television course in economics compare with the achievement of college elementary economics students? University of Minnesota, M.A. thesis '64
- NELSON, Julius
Arttyping. See issues J Bus Ed
Typewriter mystery game. See issues J Bus Ed
- NELSON, Marian Purrier
A comparison of achievement in junior high school and senior high school typewriting classes. Mankato State College, M.S. thesis '63
- NESSON, Jack
Boston opens the door for business school graduates. Bal Sheet 46: 151, 187 D
- NEVINS, Frederick W.
Education terms. Today's Sec 66: 77-78 My
- NEWHOUSE, Howard L.
Gregg notehand—a first-day lesson plan. Bus Tchr 42: 13, 34 S-O
Gregg shorthand, you and DJ. Today's Sec 67: 46 S; 31, 57 O; 46 N; 40 D
New curriculum patterns in business education. Bus Ed Forum 18: 19, 26 F
Shorthand teaching success. Bus Tchr 41: 13, 22 Ja-F; 13, 33 Mr-Apr
Telephone know-how and know-why is basic. Bus Tchr 42: 15 N-D
What's happened to good manners? Bus Tchr 41: 13 My-Je
- NEWTON, Pauline T.
Staff utilization program. CBEA Bul 22: 3 O
- NIEMI, Leo
Collegiate schools of business. EBTA Y 37: 195-214
- NISWONGER, Rolin and James B. Bower
Income tax procedure, 1964 ed. South-Western. 260 p \$4.40
- NOLAN, Carroll A.
See Wingate, John W.

NOLTING, John L.

The business student in transition. Data Processor 5: 1-4 D

NUCCIO, Carmella E.

The provisions being made by senior high schools for students who have had previous typewriting instruction. Ohio Bus Tchr 24: 44-48, 94

O

OCCUPATIONAL information

Adult preparatory education for careers in distribution. Eugene L. Dorr and Albert L. DeMond. Bus Ed Forum 18: 16-18 Ap

Analysis of beginning jobs in selected retail firms in Emporia, Kansas. Paul E. Fray. Kansas State Teachers College, M.S. thesis '63

An analysis of the factors relating to the career choice and to the career satisfactions and discouragements of selected college business education teachers. Orvid Jay Owens. Colorado State College, Ed.D. thesis

Are the 1964 secretarial graduates past history? No! Mrs. Johnny Abbey. Bus Tchr 42: 18 N-D

Automation and its effect on clerical manpower training. William Polishook. Cath Bus Ed R 15: 19-31 Summer

Business behavior, 3rd ed. Allien Russon. South-Western. 310 p \$2.88

Can business education students qualify for data processing jobs? Clair R. Parsh. J Bus Ed 40: 99-100 D

A career in bookkeeping and accounting. Arthur E. Carlson. Bus Ed Forum 18: 10-11 Ja

A career in teaching the business subjects. Frank M. Herndon. Bus Ed Forum 18: 7-9 Ja

A career in the distributive occupations. Warren G. Meyer and Harold O. Toupin. Bus Ed Forum 18: 12-14 Ja

Careers in bookkeeping. Hamden L. Forkner. Future Bus Leader 18: 3-5 Spring

Careers in distribution. H. A. Schoonover and Mary K. Kiaurens. Future Bus Leader 18: 5-7 Spring

A challenge to womanpower in selected fields of current opportunity. Sister Miriam Joseph. Cath Bus Ed R 15: 6-15 Spring

The clerical salary climb continues. Admin Mgt 25: 43-45 Ag

A comparative study of the occupational pursuits of business education graduates ranking in the upper and lower thirds of their classes in four high schools, North Shore area of Massachusetts, 1958-1960, with recommendations for improvement in business education. Sister Catherine Teresa Rice. Catholic University of America, M.A. thesis '63

A comparison of the elementary bookkeeping procedures taught in high school to those used by business firms in Lamar, Missouri. Edith Marie Compton. Kansas State Col-

lege of Pittsburg, M.S. thesis '63

Consider business teaching! Frank M. Herndon. Future Bus Leader 18: 4-5, 12 Winter

The drive for security in occupational life. Joseph J. Klos. NBEA Y 2: 135-52

The effect of technology on clerical occupations. William Selden. EBTA Y 37: 33-50

Effects of high-school vocational office training upon subsequent beginning career patterns. Paul V. Braden. Michigan State University, Ph.D. thesis '63; J Bus Ed 39: 206 F; N Bus Ed Q 33: 12-13 O

Frequency of use by selected business firms in Joplin, Missouri, of items taught in the Webb City high school bookkeeping course. Rosalea Swadley Hedges. Kansas State College of Pittsburg, M.S. thesis '63

High school preparatory education for careers in distribution. Harland E. Samson and David A. Thompson. Bus Ed Forum 18: 10-12 Ap

The impact of automation on occupational patterns. George E. Arnstein. NBEA Y 2: 39-50

Inform your students about office occupations for Navy personnel. O. D. Link, Jr. Bus Ed World 44: 13-14, 36 My

Is your boss going on a trip? Evelyn A. Belensky. Sec 24: 20-23 Je-Jl

New trends. Today's Sec 67: 29-38 S

Office labor today and tomorrow. Admin Mgt 25: 43-45 Jl

The one-girl office. Peggy Norton Rollason. Today's Sec 66: 42-44, 92 My; 44, 48 Je

Oreos. Fred S. Cook. CBEA Bul 22: 8-10 D

Post-high school preparatory education for careers in distribution. Rex C. Toothman and Peter G. Haines. Bus Ed Forum 18: 13-15 Ap

Preparatory education for careers in distribution. John H. Beaumont. Bus Ed Forum 18: 7-9 Ap

Retraining for new jobs. Parker Liles. NBEA Y 2: 51-71

The secretarial crisis. Hazel A. Kellar. Sec 4: 6, 10 Ap

Secretaryship: a profession. Mary A. Banks. Sec 24: 8-11 O

So your boss is a problem dictator. Peggy Norton Rollason. Today's Sec 66: 44-45, 70 Mr

So your boss is a woman. Rollie Sanderson. Today's Sec 66: 37-38, 74 Je

Standards of personal conduct for the office worker. Ruth B. Carter. Bus Ed Forum 18: 32-33 My

Standards of promotion for beginning office workers. Ethel R. Chrisman. Bus Ed Forum 18: 27-29 My

Stenographic and secretarial careers. Elsie M. Jevons. Future Bus Leader 18: 9-11 Summer

A study of problems relating to the employment of women 35 years of age or over in clerical occupations in Louisville, Kentucky. Kathleen Drummond. Northwestern University, Ph.D. thesis '63; J Bus Ed 40: 74 N

A study of requirements for beginning female office workers in selected business firms in Kansas City, Missouri, 1961-1962, with

OCCUPATIONAL information (continued)

implications for curriculum revision for Glennon high school. Sister Mary Laetice Williams. Catholic University of America, M.A. thesis '63

A study of selected business firms in the Augusta, Georgia, area, to determine standards and qualifications of office employees. Mary E. Hall. University of Georgia, M.Ed. thesis '63; N Bus Ed Q 33: 24-25 O

A study of selected businesses in the Trenton, New Jersey, area, to determine occupational opportunities and duties of beginning male office workers in the Trenton, New Jersey area, 1961-1962, for possible revision of the business education program at Cathedral high school. Sister Mary Michael Walker. Catholic University of America, M.A. thesis '63

A study of the career patterns and formal education of selected managers of Illinois limited-price variety stores. Robert Wayne Jefferson. State College of Iowa, M.A. thesis '63; N Bus Ed Q 33: 36-37 O

A survey to determine the knowledges and skills needed by clerical workers in first-level entry occupations in digital computer installations. Adaline D. Jones. Ohio State University, Ph.D. thesis

Tension. Esther Becker. Today's Sec 67: 40-41, 66 S; Your boss'. 28-29, 60 O

While the boss is away! Virginia Vershure. Sec 24: 26-28 Je-Jl

The woman executive makes the job. Letha C. Greene. EBTA J 2: 53-54 Spring

O'CONNOR, Emily E.

Development of a handbook on stocks and bonds for high school students. University of Colorado, M.B.E. thesis '63; N Bus Ed Q 33: 45 O

OFFICE machines

Adding and calculating machine standards in selected post-secondary schools. Jerald B. Lydeen. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 42 O

Business machine exercises. J. J. Dool. Gregg. 128 p \$2

Calculating machines—teaching and testing. Glenna Dodson Carr. Bus Ed Forum 19: 10-11 D

Dual purpose plan of teaching office machines. Ridgely D. Bryan. Bus Ed Forum 19: 12-14 D

How to use the calculator and the comptometer, 5th ed. James R. Meehan. Gregg. 128 p \$2.16

Let's integrate 10-key adding machine instruction into the bookkeeping course. Robert J. Wencil. Bus Ed World 45: 28 S

The methods courses in business education. John L. Rowe and others. N Bus Ed Q 33: 50-67 D

Multiplication and division on an adding machine. James Hyek. J Bus Ed 40: 42 O

Office machine practice, 7th ed. John Kirk, Wesley Scott, and Jacques Lurie. Rowe. 48 p \$96

A survey of selected business firms in South Dakota to aid in determining the need for office machines training on the secondary school level. Vernon L. Benson. Uni-

versity of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 7-8 O

Teach stencil and spirit masters in advanced typing. Lorraine Del Turco. J Bus Ed 39: 145-46 Ja

Today's figuring machines. Peter R. Weill. Admin Mgt 25: 48-55 D

Try these techniques in your office machines class. Richard G. Shaffer. Bus Ed World 45: 12-13, 30 N

OFFICE management

The changing role of the office function. Melvin Sims. University of Illinois, Ph.D. thesis '63

Factors contributing to the selection of first-level office supervisors with implications for business education. Lincoln Deihl. Ohio State University, Ph.D. thesis

Office management—a new frontier. Deane M. Carter. Coll N & V 17: 25-27 My

Training the first-level office supervisor. Lincoln Deihl. Bal Sheet 46: 155-57, 191 D

Trends in office management as revealed in the literature, 1913-1962, with implications for the future of office management and for a college curriculum. Catherine M. Jones. University of Colorado, Ed.D. thesis

OFFICE training

Adjusting for individual differences. Fred C. Archer. Bus Tchr 42: 7 N-D

An analysis of selected in-service training programs for beginning office workers in the greater Boston area with implications for revision of the business education curriculum of secondary schools, 1961-1962. Sister Mary Raymond Casey. Catholic University of America, M.A. thesis '63

Are you equipping your students for advancement? Ronald Charvonia. Bus Ed World 44: 25, 31 Ja

Ask the experts. See issues Today's Sec

Bookkeeping, accounting, and related office education. Lloyd V. Douglas and others. N Bus Ed Q 33: 21-37 D

Bulletin board ideas for office practice. Alpha Alpha Chapter of Delta Pi Epsilon, Colorado State College, Greeley, Colorado. \$1.50

Christian virtues in office education. Sister John Marie. MBEA News Bul 29: 3 F

Data processing and office practice. Irene Place. BEA Y 25: 108-17

Does your office practice course explore all facets of the subject? Sister St. Paul. Bus Ed World 45: 4-5, 8 O

The effect of a twenty-hour reading program with the controlled reader on selected office practice skills. Dana H. Verry. University of Pittsburgh, Ph.D. thesis '62; J Bus Ed 39: 252-53 Mr; N Bus Ed Q 33: 64 O

Effects of high-school vocational office training upon subsequent beginning career patterns. Paul V. Braden. Michigan State University, Ph.D. thesis '63; J Bus Ed 39: 206 F; N Bus Ed Q 33: 12-13 O

Factors contributing to the selection of first-level office supervisors with implications for business education. Lincoln Deihl. Ohio State University, Ph.D. thesis

Fall check-up. Fred C. Archer. Bus Tchr 42: 7, 25 S-O

Federal legislation for office education. Bernard A. Shilt. *Sincerely Yours* 16: 1, 9 Ap
How's your office etiquette? Sec 24: 30 F
The methods courses in business education. John L. Rowe and others. *N Bus Ed Q* 33: 50-67 D
Office education. Robert W. Sneden. *MBEA News Bul* 29: 2-3 F
Office education in the university. Rosemary Cummins. *MBEA News Bul* 29: 3 F
The office educator and the future. Bruce I. Blackstone. *Ohio Bus Tchr* 24: 20-24
The office practice class of today. Cletus A. Clow. *BEA Y* 25: 102-107
Office practice meeting the demands of the businessman. Robert E. Slaughter. *Cath Bus Ed R* 16: 40-46 Winter '64-'65
Office practice now and in the 1970's. Peter L. Agnew and James R. Meehan. *BEA Y* 25: 93-101
Office practice: specialist vs. general practitioner. William T. Kosanovich. *Bus Ed World* 44: 13-15 F
Office practice standards. Sister Mary Veronica. *Cath Bus Ed R* 15: 53-57 Winter
Office training returns more than it costs. F. Arnold McDermott. *Admin Mgt* 25: 52-54 Mr
The role of office practice instruction in the training for general office assignments. Doris Anita Berry. *Indiana University, Ed.D. thesis '63; J Bus Ed* 39: 338 My; *N Bus Ed Q* 33: 8 O
The role of the secondary school business education department in preparing students for employment in business offices using data processing equipment. James F. LaSalle. *Pennsylvania State University, Ed.D. thesis '63; J Bus Ed* 39: 162 Ja; 296-97 Ap; *N Bus Ed Q* 33: 40-41 O
Secretarial office practice program—short-hand, typewriting, office practice. Rhoda T. Bedorf and Hope M. Powell. *EBTA Y* 37: 131-42
Specialized office services. Fred C. Archer. *Bus Tchr* 41: 11 Mr-Apr
A study of the office practice courses in Catholic secondary schools of the Archdiocese of Detroit, Michigan, with a view to recommending needed improvements, 1960-1961. Sister M. Francis Pauline Ledinsky. *Catholic University of America, M.A. thesis '63*
A study of the vocational office training program of Elbert county high school, Elberton, Georgia, for the years 1959, 1960, and 1961. Annie P. Silbert. *Auburn University, M.Ed. thesis '63; N Bus Ed Q* 33: 49-50 O
Telephone know-how and know-why is basic. Howard L. Newhouse. *Bus Tchr* 42: 15 N-D
Time allocations in office practice. Fred C. Archer. *Bus Tchr* 41: 11 My-Je
Training handicapped students for office careers. Mary E. Switzer. *Bal Sheet* 46: 62-63 O
Training the first-level office supervisor. Lincoln Deihl. *Bal Sheet* 46: 155-57, 191 D
Transparencies will improve your office practice course. Fred C. Archer. *Bus Tchr* 41: 8 Ja-F

Vote for V.O.T. (vocational office training). Sister Catharine James. *Cath Sch J* 64: 90-92 Mr
What's happened to good manners? Howard L. Newhouse. *Bus Tchr* 41: 13 My-Je
O'KEEFE, Sister Mary Aquin
Development of business education in the secondary schools staffed by the sisters of St. Joseph of Chestnut Hill, Pennsylvania, from 1869 to 1960. *Catholic University of America, M.A. thesis '63; N Bus Ed Q* 33: 53-54 O
OLIMPIA, Carol
Try these techniques in typing class 1. *CBEA Bul* 22: 5, 8 O
OLIVERIO, Mary Ellen
The business teachers' responsibility for economic citizenship. *EBTA J* 3: 14-15, 25 Fall
Economic understandings in general business today. *BEA Y* 25: 67-72
Ethical responsibilities. *Future Bus Leader* 18: 3-4 Summer
New concepts in vocational business education. *Bus Ed Observer* 35: 15, 19 Winter
Typing for personal use. *P-H Bus Ed Newsletter* 15: 3 Spring
World economics and business education. *NBEA Y* 2: 165-73
See also Erickson, Lawrence W.
See also Rowe, John L.
OLSON, Margaret
System and procedures manual for the PSHS model office company. *Data Processor* 4: 1-5 Ap
OLSON, Milton C.
Bookkeeping and modern business practices. *Bus Ed Forum* 19: 9-10 D
Bookkeeping utilizing the machine approach in 1970. *BEA Y* 25: 23-29
See also Haines, Peter G.
See also McNelly, A. E.
— and others
Business administration and economic education. *N Bus Ed Q* 33: 5-20 D
OSTNESS, Carol
New directions in the preparation of secretaries. *NBEA Y* 2: 175-93
OUELLETTE, Vernon A.
Are your value judgments showing? *Bus Ed Forum* 19: 21 D
Economic education in our secondary schools. *J Sec Ed* 39: 56-60 F
OUSDIGIAN, Theodore O.
Economic understandings of ninth-grade pupils. *University of Minnesota, M.A. thesis '63*
OWEN, Henry
The bookkeeping regents—fifteen years later. *H Points* 46: 73 My
OWENS, Orvid Jay
An analysis of the factors relating to the career choice and to the career satisfactions and discouragements of selected college business education teachers. *Colorado State College, Ed.D. thesis*
OXENFELDT, Alfred R. and Carroll Swan
Management of the advertising function. *Wadsworth*. 96 p \$1.75

P

- PACTOR, Paul**
Establishing standards in teaching bookkeeping machines. *EBTA J* 2: 81-83 Spring
- PAINTER, Richard P.**
Arrangement of desks and wiring for electric typewriters. *J Bus Ed* 39: 244-45 Mr
- PAIR, Paul**
The impact of automation on vocational education. *Bal Sheet* 46: 110-12, 119 N
- PALMER, Elise Douglass**
Development and evaluation of multiple-channel dictation tapes in beginning shorthand classes. University of Tennessee, Ed.D. thesis '63; *N Bus Ed Q* 32: 28-38 Mr; 33: 45-46 O
See also Taylor, Helen W.
- PALMER, Harold O.**
Emphasizing the fundamentals of typewriting. *Bus Tchg Aid T-22*. Prentice-Hall. 2 p Free
- PALMER, Rose**
A comparison between two groups of shorthand writers. New York University, Ph.D. thesis '63; *N Bus Ed Q* 33: 46-47 O
- PAPPAS, Charles N.**
An evaluation of the Ohio wholesale management development program. Ohio State University, Ph.D. thesis
- PARFET, James A.**
Ten keys to improvement of basic business courses. *Bus Ed World* 45: 14-15, 31 N
- PARK, James W.**
Research: an advanced typing project—teaching by doing. *J Bus Ed* 39: 246-48 Mr
- PARKER, Vernie W.**
A study of the accounting systems of state supported colleges and universities in Alabama. Auburn University, M.S. thesis '63
- PARKHURST, Charles G.**
English for business, 4th ed. Prentice-Hall. 423 p \$4.56 '63
- PARRY, C.**
See Payne, Vernon V.
- PARSH, Clair R.**
Can business education students qualify for data processing jobs? *J Bus Ed* 40: 99-100 D
- PASTORIZA, James J.**
Analog computers teach economic relationships—the positive loop. *J Bus Ed* 40: 72-73 N; 120-21 D
- PATCHEN, E. A.**
5 ways to build typing skill. *J Bus Ed* 39: 275-76 Ap
- PATRINOS, Chris G.**
How we take advantage of our overhead projectors. *Bus Ed World* 44: 18-19 Je
- PATTERSON, D. A.**
Editing the technical document. *ABWA Bul* 28: 20-23 My
- PATTERSON, R. F.**
Collegiate education for business in the 60's. *Coll N & V* 17: 1-6 Mr
- PATTON, Annes Christine**
Guidance services in business education departments of the public secondary schools in Indianapolis, Indiana. Tennessee A. & I. State University, M.S. thesis '63; *N Bus Ed Q* 33: 47 O
- PAVLU, Roberta G.**
Flash reading. See issues Today's Sec
- PAYNE, Vernon V., Theodore Woodward, and C. Parry**
Business and distributive education: issues, developments, principal's view. *Nat Assn Sec Sch Prin Bul* 47: 7-18 N '63
- PEEPLES, Binford H.**
A history of the business education department of the national education association. University of Kentucky, Ed.D. thesis
- PEMBERTON, LeRoy A.**
The construction of a nationally standardized achievement test for high-school business English students. University of California at Los Angeles, Ed.D. thesis '63; *J Bus Ed* 39: 253 Mr
- PENDERY, John and B. L. Keeling**
Payroll records and accounting, 1964 ed. South-Western. 250 p \$3.88
- PERKINS, Edward A., Jr.**
Mechanical stimulus displays in typewriting training. *Delta Pi Epsilon J* 6: 49-64 F
— and Robert E. Wiper
Communications quickie quiz. *Sec* 24: 28 F
Selecting the best stenographer. *J Bus Ed* 39: 149-52 Ja
- PERRY, Devern**
Shorthand success through writing. *Bal Sheet* 46: 17-18 S
- PERRY, Enos C.**
See Haas, Kenneth B.
- PERRY, Warren S.**
The critical requirements for supervising teachers in business education based upon an analysis of critical incidents. University of Colorado, Ed.D. thesis; *J Bus Ed* 40: 119 D
- PERSONALITY**
Business behavior, 3rd ed. Allien Russon. South-Western. 310 p \$2.88
Charm: the career girl's guide to business and personal success. Helen Whitcomb and Rosalind Lang. Gregg. 472 p \$6.95
- PETERS, Sid R. and J. William Harrison, Jr.**
Work-study program cooperates with industry. *Bal Sheet* 45: 352-54 Ap
- PETERSON, Dean A.**
The trouble with research. *Bal Sheet* 45: 243 F
- PETERSON, John C.**
The master's degree in business education: an analysis and a critique. University of North Dakota, Ed.D. thesis
- PETERSON, Warren L.**
Classroom movies show typewriting techniques. *Kansas Bus Tchr* 18: 3 D
- PETIT, Thomas A.**
Freedom in the American economy. Irwin. 315 p \$3.95
- PETRELLO, George J.**
Helping high school students to keep in contact with the world of business. *Bus Ed Observer* 35: 21 Spring
- PHILLIPS, Charles F. and Delbert J. Duncan**
Marketing: principles and methods, 5th ed. Irwin. 884 p \$8.95
- PIKE, Arthur H.**
Audit problems in system design. *Data Processor* 4: 1 F

- The design of a system. Data Processor 4: 4-5 Mr
- Getting help in systems design. Data Processor 4: 1-2 My
- PINKERTON, James E. and Robert D. Hay**
Programed instruction in business communication courses? J Bus Communication 1: 19-23 Mr
- PINNEAULT, John**
Ideas, notions and feelings on programmed instruction. Cath Bus Ed R 15: 35-39 Summer
- PLACE, Irene**
Data processing and office practice. BEA Y 25: 108-17
Data processing: systems analysis. NBEA Y 2: 107-21
— and Charles B. Hicks
College secretarial procedures, 3rd ed. Gregg. 536 p \$5.75
- PLACEMENT**
The last step—the follow-up. Arlette Davis and James Powell. CBEA Bul 21: 5 My
Placement opportunities. Franklin K. DeWald. MBEA News Bul 29: 8 My
- PLINE, Nancy**
See D'Amico, Dorothy
- PLUMMER, Richard Duane**
An analysis of types of personnel tests currently used by selected members of the Edison electric institute. Kansas State Teachers College, M.S. thesis '63
- PLYMIRE, Boyd C.**
College accounting for high school? Bal Sheet 45: 259-60 F
- POINDEXTER, Meada G.**
A comparison of the intelligence quotient of business education students with that of all high school students in thirty-three selected schools. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 48 O
- POLISHOOK, William**
Automation and its effect on clerical manpower training. Cath Bus Ed R 15: 19-31 Summer
- POLLYEA, Arthur F.**
Teach more than basic business. Bus Ed World 44: 16-18 F
- POPHAM, Estelle L.**
A forward look in transcription. BEA Y 25: 155-61
- PORTE, Michael**
Current research: implications for business writing. ABWA Bul 28: 17-19 My
- PORTER, Leonard J.**
Actual dictation tests. Prentice-Hall. 15 p \$1.25 net prepaid
Communication—the No. 1 goal. Bus Ed in Action 3: 10
The "confidence-pressure" method of building shorthand speed (S-8); Frequent questions about the business curriculum (Z-5); The language of business letters (C-12); Shorthand—some methodology and mythology (S-9); Techniques for effective studying (A-5); Writing better business letters (C-13). Bus Tchg Aids. Prentice-Hall. Free
Dictation for building speed from 100 to 120 wpm. Prentice-Hall. 17 p \$1.25 net prepaid
- Dictation for each month. Prentice-Hall. 15 p \$1.25 net prepaid
- Dictation for secretarial success. Prentice-Hall. 15 p \$1.25 net prepaid
- Dictation for vocabulary building. Prentice-Hall. 14 p \$1.25 net prepaid
- Individual indifference? P-H Bus Ed Newsletter 15: 4 Spring
- The private business school. P-H Bus Ed Newsletter 16: 1 Fall
See also Anderson, Ruth I.
See also Himstreet, William C.
See also Krevolin, Nathan
- POST, Harold B.**
A decade of service—the accrediting commission for business schools. Bal Sheet 45: 214-15 Ja
- POWELL, Hazel**
The IBM 082 sorter. Data Processor 4: 7-9 Ja
- POWELL, Hope M.**
See Bedorf, Rhoda T.
- POWELL, James**
See Davis, Arlette
- POWERS, Carl A.**
Programmed instruction as a training tool. Data Processor 4: 2-4 Mr
- PRICE, Ray G. and Theodore Woodward**
Should business teacher education programs at the undergraduate level require the same core of business administration and economic subjects that are required in business administration undergraduate programs? NABTE Bul 80: 30-32
- PRIESKORN, Robert J.**
A project used to give realism to an advanced typing class. Typ News 34: 1-2
- PRINCE, Thomas R.**
See Hilliard, Thomas C.
- PROGRAMMED teaching**
Conversational chaining. Leonard J. West. Delta Pi Epsilon J 6: 40-41 F
The development and evaluation of programmed instruction materials for use in supplementing the teaching of high school bookkeeping. Gaylon Leonard Halverson. State College of Iowa, M.A. thesis '63; N Bus Ed Q 33: 25 O
Development and evaluation of programmed materials and multiple-channel dictation tapes in beginning shorthand. Helen W. Taylor and Elise D. Palmer. N Bus Ed Q 32: 28-38 Mr
Development and evaluation of programmed materials in the presentation of theory in beginning shorthand classes. Helen Williams Taylor. University of Tennessee, Ed.D. thesis '63; N Bus Ed Q 33: 61 O
A development of a programmed instruction manual for Fingerhut manufacturing company. St. Cloud, Minnesota. Barbara Ann Svela. St. Cloud State College, M.S. thesis '63; N Bus Ed Q 33: 59-60 O
Development of programmed instruction in selected basic operations of the IBM 402 accounting machine. Martha Kay Hedley. University of Tennessee, M.S. thesis '63; N Bus Ed Q 33: 28 O
The development, utilization, and effectiveness of programmed materials in Gregg

PROGRAMMED teaching (continued)

- shorthand. Oleen M. Henson. Temple University, Ed.D. thesis; J Bus Ed 40: 119 D
- Establishment of a unit of programmed instruction in bookkeeping at Rockville high school, Rockville, Connecticut. Alan N. Knofla. Central Connecticut State College, M.S. thesis '63
- An experiment in programmed business mathematics at Eastern Mennonite high school, Harrisonburg, Virginia. Miriam L. Weaver. Virginia Polytechnic Institute, M.S. thesis '63; N Bus Ed Q 33: 67 O
- An experimental study of programmed shorthand homework. Max L. Waters. Colorado State College, Ed.D. thesis '63; J Bus Ed 40: 75 N
- Ideas, notions and feelings on programmed instruction. John Pinneault. Cath Bus Ed R 15: 35-39 Summer
- Programmed instruction as a training tool. Carl A. Powers. Data Processor 4: 2-4 Mr
- Programmed instruction for retail trainees. Barbara Rimbach. J Bus Ed 40: 70-71 N
- Programmed instruction in accounting. William Markell. J Bus Ed 39: 321-22 My
- Programmed instruction in business communication courses? James E. Pinkerton and Robert D. Hay. J Bus Communication 1: 19-23 Mr
- Programmed instruction in business education. Harry Huffman. NBEA Y 2: 73-94
- Programmed instruction in pretranscription training. Joseph B. Cleary. BEA Y 25: 140-49
- Programmed learning in high school bookkeeping. Gaylon L. Halverson. Bus Ed Forum 19: 18, 23 O
- The programmed sequence as an exercise in precise writing. James E. Wade. J Bus Communication 2: 35-38 O
- Testing the performance of a program in payroll mathematics at Cave Springs high school, Roanoke, Virginia. Lois Johnson Cox. Virginia Polytechnic Institute, M.S. thesis '63; N Bus Ed Q 33: 16-17 O
- PROWELL, Elizabeth**
See Reed, Clinton A.
- PUBLIC relations**
Does your community know your business program and you? Richard N. Helm. J Bus Ed 40: 6-7 O
- Public relations: principles, cases, and problems, 4th ed. Bertrand R. Canfield. Irwin. 638 p \$8.95
- PURVIS, James R.**
Four case studies using the incident process method designed for use in teaching human relations in business at the junior college level. San Jose State College, M.A. thesis '63
- PUTNEY, Agnes**
Using the overhead projector in beginning shorthand. J Bus Ed 40: 19-20 O
- R**
- RADOCHA, Sister M. Paulita**
A follow-up study of the business graduates of St. Cyril academy, Danville, Pennsylvania, 1957-1961 inclusive, with implications for curriculum revisions. Catholic University of America, M.A. thesis '63
- RAHE, Harves**
The research in typewriting. Bus Ed Forum 19: 17, 23 O
- RAINES, Pearl L.**
Standards for selecting work stations for cooperative part-time students. Bus Ed Forum 18: 34-36 My
- RAKOVAN, Paula M.**
NSA—the life of your time. Sec 24: 12-13 My
- RALSTON, Kenneth F.**
Pupil evaluation in second year typing. Bus Ed Observer 35: 14-15 Spring
- RANDALL, Clarence**
When you fire him. J Bus Ed 39: 197-98 F
- RANKIN, Pearl M.**
The development of transcribing skill in shorthand instruction. University of Pittsburgh, Ph.D. thesis '63; N Bus Ed Q 33: 48-49 O; J Bus Ed 40: 74-75 N
- RAY, J. C.**
Independent auditing standards: a book of readings. Holt. 520 p \$7.50
- REED, Bernard A.**
A study of college choice. New York University, Ed.D. thesis '63
- REED, Clinton A., Hobart H. Conover, and Elizabeth M. Prowell**
Comprehensive typewriting. Allyn and Bacon. 496 p
Typewriting for college students. Allyn and Bacon. 496 p \$5.50
- REED, Jeanne**
Statesmanship for business education. EBTA J 2: 51-52, 54 Spring
- REICHERTER, Richard F.**
How to integrate economic concepts in bookkeeping. Bus Ed J 11: 14-15 Winter
- REID, Doris B.**
Report of the 1963 convention—Southern business education association. Bus Ed Forum 18: 19-21 Ja
- REIGEL, Charles E. and Herbert M. Jelley**
Are you a business teacher? Ohio Bus Tchr 24: 2-3
- REIGNER, Charles G.**
Basic factors in business teaching. Ohio Bus Tchr 24: 36-37, 92
- RESEARCH**
An analysis of practices recommended by colleges and universities for the guidance of students writing theses or dissertations. Lola Austin Case. Indiana University, Ph.D. thesis '63; N Bus Ed Q 33: 14 O
- Current research: implications for business writing. Michael Porte. ABWA Bul 28: 17-19 My
- The development of a Q-sort to measure self-concept of writing competence. Charles B. Smith. J Bus Ed 39: 161 Ja; Delta Pi Epsilon J 6: 70-77 My
- Evaluative criteria for survey instruments in business education. Lawrence W. Erickson and Mary Ellen Oliverio. Monograph 111. South-Western. 89 p Free
- Involving the classroom teacher in research. William E. Gardner. Delta Pi Epsilon J 6: 65-69 My

- More research planned for specialty oriented students. *Compass* 28: 10 My
- Research: an advanced typing project—teaching by doing. James W. Park. *J Bus Ed* 39: 246-48 Mr
- Research for classroom teachers. I. David Satlow. *See* issues *J Bus Ed*
- Research in business education. Ruth I. Anderson. *N Bus Ed Q* 32: 3-4 Mr
- Research in business education completed or under way in 1963. Hollis Guy. *N Bus Ed Q* 32: 39-57 Mr
- Research in the teaching of bookkeeping. Ball State *CJ* 35: 10-12 My
- The research in typewriting. Harves Rahe. *Bus Ed Forum* 19: 17, 23 O
- Research recap. Geraldine Bowden. *See* issues *Data Processor*
- Should all graduate programs in business teacher education include formal research? Leonard J. West. *NABTE Bul* 80: 39-44; Herbert A. Tonne. 44-47
- Some classic researches in typewriting. Leonard J. West. *Delta Pi Epsilon J* 6: 78-81 My
- Summaries of studies and research in business education—1963. *N Bus Ed Q* 33: 5-71 O
- The teaching of economics: a comprehensive analysis and synthesis of research findings and thought. Gerald G. Green. Indiana University, Ed.D. thesis
- The trouble with research. Dean A. Peterson. *Bal Sheet* 45: 243 F
- What we think is our best research. Herbert A. Tonne. *J Bus Ed* 39: 184-86 F
- RETAILING**
- A follow-up study of high school graduates of three retailing programs. Joseph C. Hecht. New York University, Ed.D. thesis '63; *J Bus Ed* 39: 160 Ja; *N Bus Ed Q* 33: 27-28 O
- Programmed instruction for retail trainees. Barbara Rimbach. *J Bus Ed* 40: 70-71 N
- A retail trade area analysis of Fayette, Iowa, 1961. John Paul Dunn. State College of Iowa, M.A. thesis '63
- What's ahead in retail selling? Robert D. Entenberg. *Am Voc J* 39: 24-25 My
- REYNOLDS, Helen**
- Shorthand and transcription now and in the 1970's. *BEA Y* 25: 119-23
- REYNOLDS, Richard J.**
- Improving counselor-coordinator relations. *Bus Ed Forum* 19: 18, 21 N
- RICE, Sister Catherine Teresa**
- A comparative study of the occupational pursuits of business education graduates ranking in the upper and lower thirds of their classes in four high schools, North Shore area of Massachusetts, 1958-1960, with recommendations for improvement in business education. Catholic University of America, M.A. thesis '63
- RICH, John H.**
- The utilization of accounting records in the operation and management of small consumer service-type business. Indiana University, Ed.D. thesis
- RIETZ, G. A.**
- Adolescent's need for an understanding of business and industry. *Teach Col J* 35: 91-93 D '63
- RIMBACH, Barbara**
- Programmed instruction for retail trainees. *J Bus Ed* 40: 70-71 N
- RIPKA, G. Elizabeth**
- The development of a standardized test of stenographic information and skills for use on the high school level. Temple University, Ed.D. thesis '63; *J Bus Ed* 39: 297 Ap
- RIZZO, J. R. and J. C. Naylor**
- Factorial structure of selected consumer choice parameters and their relationship to personal values. *J Ap Psychol* 48: 241-48 Ag
- ROBEK, Mary F.**
- The cause and cure of business teacher obsolescence. *Bus Ed Forum* 18: 16-18 F
- Data processing. *Bus Ed Forum* 18: 41, 46 My
- ROBERTS, Samuel J.**
- A balance sheet of ethics in business. *Cath Bus Ed R* 15: 13-18 Winter
- ROBINSON, Dorothy H.**
- Teaching a transportation unit now. *BEA Y* 25: 73-81
- ROBINSON, Edwin A. and J. Curtis Hall**
- College business organization and management, 3rd ed. Gregg. 446 p \$5.75
- ROBINSON, Frances E.**
- Responsibilities for professional growth. *Ball State CJ* 35: 16-17 F
- ROBINSON, Jerry**
- See* Balsley, Irol
- RODERICK, Wanda W.**
- The nature, extent, and values of non-teaching work experiences of business teachers. Illinois State Normal University, M.S. thesis '63
- ROHRBACH, Kermit**
- The 13th purpose. *Future Bus Leader* 18: 5 Summer
- ROLLASON, Peggy Norton**
- Getting results through people. *Today's Sec* 67: 22-23, 55 D
- The one-girl office. *Today's Sec* 66: 42-44, 92 My; 44, 48 Je
- So your boss is a problem dictator. *Today's Sec* 66: 44-45, 70 Mr
- ROMAN, John C.**
- Applying community resources to basic business subjects. *Ball State CJ* 35: 12-14, 18 F
- New business education standards—enthusiasm phase. *Bus Ed Forum* 19: 19-20 N
- ROSE, Robert E.**
- A study of the impact of automation in American department store operation, with resulting need for revision in the course content of distributive education programs. State University of Iowa, Ph.D. thesis '63; *J Bus Ed* 40: 74 N
- ROSEGGER, Gerhard**
- See* Mantel, Samuel J.
- ROSEN, Steve**
- Shorthand in the 1970's. *BEA Y* 25: 134-39
- ROSENBERG, R. Robert**
- Ask yourself: how do I rate as a teacher? *Bus Ed World* 44: 24-25 F
- and Harry Lewis
- Essentials of business mathematics, 6th ed. Gregg. 370 p \$3.96

- ROSENBLATT, Richard
See Witche, Jess
- ROSS, Arthur M.
Unemployment and the American economy. Wiley. 232 p \$4.95
- ROSS, Herbert L.
Implications for business education. Bal Sheet 46: 12-14, 46 S
- ROSS, Howard J.
Everything's up to date in Kansas City. Bal Sheet 46: 106-107, 142 N
- ROUSSE, Ella
Foreign words and phrases. Today's Sec 67: 47-48 O
- ROWE, John L.
Current issues in business teacher education. NABTE Bul 80: 3
How to meet changing needs in typewriting—the teaching of electric typing. Bus Ed World 44: 27-29 Ja; Development of speed in typing. 29-33 F; Development of accuracy in typing. 23-25, 34 Ap; Using motivation in typewriting. 29-31, 35 My; What about equipment in typing? 23-24, 28 Je
Speed building in typewriting. BEA Y 25: 170-75
See also Lloyd, Alan C.
— and others
The methods courses in business education. N Bus Ed Q 33: 50-67 D
— and Mary Ellen Oliverio
Should business teachers be prepared to teach all business subjects? NABTE Bul 80: 33-38
- ROYER, Blanche
Be an A-1 teacher right from the beginning. Bus Ed World 45: 16, 34 N
- RUEGG, Robert J.
Ann is seven years old today—and she's typing! Bus Ed World 44: 22-24, 40 My
- RUNGE, W. B. and E. John Gradoni
Preparatory distributive education for youth with special needs. Bus Ed Forum 18: 19-21 Ap
- RUSSELL, Raymond B.
Basic business and vocational education. Bus Ed Forum 19: 19 O
- RUSSON, Allien R.
Business behavior, 3rd ed. South-Western. 310 p \$2.88
What do you mean, accuracy? Bus Ed Forum 18: 25, 27 F
- RYAN, Brother Leo V.
A conceptual approach to business characteristics of an integral order. Cath Bus Ed R 15: 22-31 Spring
A conceptual approach to business components of an internal order. Cath Bus Ed R 15: 31-40 Winter
The natural objectives of the business enterprise. Cath Bus Ed R 15: 5-15 Summer
- RYAN, E. M. and C. M. Weld
Cutting costs of correspondence. ABWA Bul 28: 29-33 F
- knowledge. Edward R. Bowden. Coll N & V 17: 10-12 My
Dynamic dimensions of salesmanship today. Karen R. Gillespie. BEA Y 25: 40-47
Fundamentals of selling, 8th ed. John Wingate and Carroll A. Nolan. South-Western. 588 p \$4.64
Negotiable instruments and sales. George C. Thompson and Gerald P. Brady. Wadsworth. 224 p \$2.25
Sales horizons, 2nd ed. Kenneth B. Haas and Enos C. Perry. Prentice-Hall. 404 p \$4.68 '63
Salesmanship: is there a role for business educators? Regis P. Deuel. J Bus Ed 40: 25-26 O
Show them the truth in selling. Dennis W. Cambier. Bus Ed World 44: 17, 30 Je
Trading stamps—who benefits from them? Harriet Frires. Arizona State University, M.S. thesis '63
- SAMSON, Harland E.
Appraisal of distributive teacher-coordinator behavior. Delta Pi Epsilon J 7: 13-22 N
Critical requirements for distributive education teacher-coordinators. University of Minnesota, Ph.D. thesis
— and David A. Thompson
High school preparatory education for careers in distribution. Bus Ed Forum 18: 10-12 Ap
- SANDER, Paul J.
Exciting letter typing. J Bus Ed 40: 103 D
- SANDERSON, Rellie
So your boss is a woman. Today's Sec 66: 37-38, 74 Je
- SARACHEK, Bernard
An honest appraisal of honesty in communication. J Bus Communication 2: 11-17 O
The use of fiction in business courses. Bus Ed Forum 19: 20, 23 O
- SASSAMAN, William F.
Junior colleges. EBTA Y 37: 183-94
- SATLOW, I. David
Anyone can teach general business! Bus Ed World 44: 19, 33 My
Current developments in consumer economics. See issues Bus Ed World
Current thought on the teaching of bookkeeping. J Bus Ed 40: 16-18 O
Investment clubs are here to stay. J Bus Ed 39: 201-203 F
Let mental hygiene guide your first lesson of any bookkeeping unit. EBTA J 3: 11-12, 22 Fall
Make this tour of Manhattan. Bus Ed World 44: 7-12, 27 Je
Research for classroom teachers. See issues J Bus Ed
What can we do about misguidance? Bal Sheet 46: 117-19 N
- SATTER, Dorothy M.
The businessman speaks to the business educator. Bus Ed Observer 35: 8-11, 18 Winter
- SAWYER, Robert L.
Planning, implementing, and evaluating a program to improve the one-semester personal-use typewriting course at Americus high school, Americus, Georgia. University of Georgia, M.Ed. thesis '63

S

SALESMANSHIP

Competition—the salt that creates thirst for

- SCHAFFNER, Carol
Are we at fault? Sec 24: 4, 6 S
- SCHER, Wilbert E.
Every student needs mathematics. Bus Ed World 44: 23 Ja
- SCHELLSTEDE, Agnes
Teaching typing with tapes. Bus Ed World 44: 13-15 Ap
- SCHMIDT, Audrey
Bridging the gap. Bus Tchr 41: 23 Mr-Apr
Incompetence or incompatibility? Today's Sec 67: 47 N
More about awards—OGA. Bus Tchr 41: 28 Ja-F
The widening gulf. Today's Sec 67: 53 S
- SCHMIDT, Norman B.
I taught typing to blind students. Bus Ed World 45: 24-25 S
- SCHMIEDICKE, Robert E.
Utilize part-time faculty in education for business. Bal Sheet 45: 398-400 My
See also Chace, Franklin T.
- SCHNEIDER, Donald
Evaluation of supplementary materials in general business. University of Minnesota, M.A. thesis '63
- SCHNEIDER, Edwardena H.
Shorthand—how much progress? CBEA Bul 22: 2 O
- SCHOONOVER, H. A. and Mary K. Klaurens
Careers in distribution. Future Bus Leader 18: 5-7 Spring
- SCHREIBER, Daniel
Business education and the school dropout. NBEA Y 2: 229-37
- SCHUBERT, C. V. and Norman Stephan
A survey of typewriting. Typ News 34: 3-4
- SCHUTTE, Eileen and Vernon A. Magnesen
See the bank. J Bus Ed 39: 277-79 Ap
- SCOLNICK, Arnold H.
Advanced placement program for college-level business subjects. N Y Soc Exp Study Ed Yrbk 53-55 '63
- SCOTT, Wesley
See Kirk, John
- SEANOR, Mary Edna
How can I motivate my law class for review or for study?—business law puzzle. J Bus Ed 39: 163, 174 Ja
- SEARFOSS, Kenneth R.
A survey of grade school typewriting in the United States. Ohio Bus Tchr 24: 66, 93
- SECRETARIAL training
Accounting essentials for the secretary, 2nd ed. A. B. Carson, J. S. Sherwood, and Clem Boling. South-Western. 192 p \$2.92
Are we at fault? Carol Schaffner. Sec 24: 4, 6 S
Automation and the secretarial subjects. Ruth Bruner. Bal Sheet 46: 10-11, 46 S
College secretarial procedures, 3rd ed. Irene Place and Charles B. Hicks. Gregg. 536 p \$5.75
The college secretarial student. Lionel H. Mercier. Bus Tchr 41: 22 My-Je
Collegiate secretarial curricula. Earl A. Dvorak. J Bus Ed 40: 101-102 D
A comparative study to determine growth in medical secretarial programs of three junior colleges of Maryland, 1951 and 1961. Sister Mary Charles Lafferty. Catholic University of America, M.A. thesis '63
Data processing teaching unit for a secretarial practice class. Esther M. Stiles. J Bus Ed 39: 155-59 Ja
The gentle art of listening. Raymond Dreyfack. Today's Sec 66: 34, 85 My
Gregg secretarial training records. Gregg. 2 records \$21
In-school cooperative secretarial training. David J. Kappel. H Points 46: 46-48 Ja
Integrated secretarial studies, jubilee ed. Irol Balsley and Jerry Robinson. South-Western. 384 p \$5
Machine transcription. Today's Sec 67: 39 N
New directions in the preparation of secretaries. Carol Ostness. NBEA Y 2: 175-93
The tec-sec. See issues Today's Sec
Who should train technical secretaries—industry or educators? Margaret A. Kurtz. J Bus Ed 39: 230-32 Mr
Your future education. Fred S. Cook. Sec 24: 22-23 F
- SECRETARIES
An analysis of the legal secretaries of Muncie, Indiana. Agnes L. Black. Ball State Teachers College, M.A. thesis; N Bus Ed Q 33: 9 O
The boss-secretary relationship. Gene Carr. J Bus Ed 39: 291-93 Ap
From secretary to CPS. Galen Stutsman. Ohio Bus Tchr 24: 64, 95
A guidebook for educational activities for professional secretarial groups. Melvin L. Wright. Teachers College, Columbia University, Ed.D. thesis
Room at the top for the secretary and automation. Dorothy H. Veon. Sec 24: 4, 27 F
Secretaries around the world. Today's Sec 66: 27-29, 63 F
The secretary and advertising. Sec 24: 14-15, 18 Ap
The secretary and her bank. Edna R. Boothe. Sec 4: 24-25 Ap
The secretary and the telephone company. Sec 24: 16-18 F
Standardization of professionalism for the secretary. Mina M. Johnson. Bus Ed Forum 19: 24-25 D
A study of the education, experience, and duties of full-time educational secretaries in a selected group of secondary schools in the state of Kansas. Betty Donna Hardy. Kansas State College of Pittsburg, M.S. thesis '63
What should a secretary really be like? Elmer L. Winter. Bus Ed World 44: 18-19 Ap
- SEIDMAN, J. S.
Tax clinic. See issues J Accy
- SELDEN, William
Business education and implications for future growth. Bal Sheet 46: 60-61, 95 O
The effect of technology on clerical occupations. EBTA Y 37: 33-50
New horizons in business education. EBTA J 2: 59-61 Spring
Planning the facilities for business education. Monograph 112. South-Western. 42 p Free
Principles of teaching business education subjects. J Bus Ed 40: 96-98 D
Stenoscopic notemaking, rev. ed. Stenoscopic Shorthand Institute, Inc., 3132 — 16th

- SELDEN, William** (*continued*)
Street, N.W., Washington D. C. 20010
30 p
- SELINGER, Dorothy**
See Collins, L. M.
- SELVEY, Barbara H.**
A comparison of accountant's and economist's concepts of profits. Auburn University, M.S. thesis '63
- SEMON, Alice**
Teaching about manpower resources and requirements. Insert from Newsletter JCEE 3-6 N
- SENESH, Lawrence**
Instructor basic economics. Instr 73: 40-41, 47 O; 84-85, 88 D '63; 38-39, 44 F; 116-18 Ap; 32-33, 36 Je; 74: 56-58 S
- SEPKERSKY, Louis**
Catalog of business classroom equipment. Bus Ed World 44: 14-61 Mr
- SEWELL, E. G.**
Effect of classwork in economics on attitudes and understanding of a select group of secondary school pupils. J Ed Res 57: 131-36 N '63
- SHAFFER, Richard G.**
Try these techniques in your office machines class. Bus Ed World 45: 12-13, 30 N
- SHANK, Bruce C.**
See White, Jane F.
- SHAW, Clare**
Commentary on the comma. Sec 24: 14-15 F
- SHEAFFER, Chet**
Sponsor development in D.E. Am Voc J 39: 34-35 S
- SHEERER, Irene**
Handling secretarial and duplicating work for other school departments. Ohio Bus Tchr 24: 56-58
- SHEPHERDSON, Rachel W.**
An experimental study of production type-writing at Richwoods community high school. Illinois State Normal University, M.S. thesis '63
- SHERLINE, R. C.**
Developing a marketable skill while earning an academic diploma. N Y Soc Exp Study Ed Yrbk 55-57 '63
- SHERWOOD, J. F.**
See Chace, Franklin T.
- SHERWOOD, J. S.**
See Carson, A. B.
- SHEW, Carolyn Burd**
The effect of background music on performance in second-semester typewriting in the Paseo high school, Kansas City, Missouri. State College of Iowa, M.A. thesis '63
- SHIFF, Robert A. and Alan G. Negus**
Controlling the information flow. Admin Mgt 25: 34-38 Jl
Filing for quick manual access. Admin Mgt 25: 22-26 Je
Indexing for optimum retrieval. Admin Mgt 25: 24-27 Ag
- SHILLINGLAW, Gordon**
See Gordon, Myron J.
- SHILT, Bernard A.**
Federal aid for business education. EBTA J 2: 67-68 Spring
- Federal legislation for office education. Sincerely Yours 16: 1, 9 Ap
Some facts about the vocational education act of 1963. Bal Sheet 46: 52-55, 93 O
- SHORTHAND**
An accelerated program for beginning shorthand students. June Underwood. J Bus Ed 39: 319-20 My
Advertising terms. Bebee D. Thompson. Today's Sec 66: 59-60 Je
An analysis of the various parts of the Turse aptitude test and their reliability in predicting success in the first semester of shorthand. Lloyd D. Armstrong. Mankato State College, M.S. thesis '63
Anthropology terms. Thaddeus G. Floss. Today's Sec 66: 55-56 F
Applied stenography in the first semester. Alice C. Green. J Bus Ed 40: 57-60 N; 115-17 D
Art terms. Marie Monet. Today's Sec 66: 61-62 Mr
Arts and crafts terms. Marjorie daCosta. Today's Sec 67: 57-58 S
Atmosphere for learning: chaos or creativity. G. Jay Christensen. Bus Ed Forum 18: 23, 29 Ap
Audio equipment: what price progress? J. Charles E. Lord. Bus Ed World 44: 10-12 Ja
Build higher speeds in shorthand. Richard D. Featheringham. Bal Sheet 46: 108-109, 144 N
Business goes begging for better shorthand and transcription. Sister M. Therese. Bus Ed World 44: 14-16, 29 Je
A comparison between two groups of shorthand writers. Rose Palmer. New York University, Ph.D. thesis '63; N Bus Ed Q 33: 46-47 O
A comparison of machine and manual shorthand. Hetrick A. Foss. Bal Sheet 45: 340-43, 381 Ap
A comparison of student achievement in Gregg simplified shorthand and Steno Skill shorthand. Ted Dee Stoddard. Brigham Young University, M.S. thesis '63
A comparison of the shorthand achievement on tests administered by oral and printed dictation. Karen Joyce Hammond. Brigham Young University, M.S. thesis '63
The confidence-pressure method of building shorthand speed. Leonard J. Porter. Bus Tchg Aid S-8. Prentice-Hall, 2 p Free
Conflicting opinions in the teaching of selected aspects of Gregg shorthand theory as revealed in the professional business education literature from 1953 to 1962. Renee Y. Swenson. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 60-61 O
Cooking terms. M. M. Goode. Today's Sec 66: 59-60 Ap
Delta Pi Epsilon surveys notehand. Bus Tchr 42: 17, 34 S-O
Development and evaluation of multiple-channel dictation tapes in beginning shorthand classes. Elise Douglass Palmer. University of Tennessee, Ed.D. thesis '63; N Bus Ed Q 32: 28-38 Mr; 33: 45-46 O
Development and evaluation of programmed materials and multiple-channel dictation

- tapes in beginning shorthand. Helen W. Taylor and Elise D. Palmer. N Bus Ed Q 32: 28-38 Mr
- Development and evaluation of programmed materials in the presentation of theory in beginning shorthand classes. Helen Williams Taylor. University of Tennessee, Ed.D. thesis '63; N Bus Ed Q 33: 61 O
- The development of a standardized test of stenographic information and skills for use on the high school level. G. Elizabeth Ripka. Temple University, Ed.D. thesis '63; J Bus Ed 39: 297 Ap
- The development of transcribing skill in shorthand instruction. Pearl M. Rankin. University of Pittsburgh, Ph.D. thesis '63; N Bus Ed Q 33: 48-49 O; J Bus Ed 40: 74-75 N
- The development, utilization, and effectiveness of programmed materials in Gregg shorthand. Oleen M. Henson. Temple University, Ed.D. thesis; J Bus Ed 40: 119 D
- Diagnostic tests predict success in stenography. Robert L. Jones, Jr. and Virgil R. Teigland. Bal Sheet 46: 148-50, 189 D
- The differential aptitude tests for verbal reasoning, numerical ability, abstract reasoning, space relations, mechanical reasoning, and clerical speed and accuracy as predictors of success in shorthand. Rosanne C. Hendrickson. University of Minnesota. M.A. thesis '63; N Bus Ed Q 33: 29-30 O
- Education terms. Frederick W. Nevins. Today's Sec 66: 77-78 My
- The effect of enrichment material on the accuracy of writing brief forms in Gregg shorthand. Donald Moore. Mankato State College, M.S. thesis '63
- Elementary shorthand and the language-arts approach. Abraham E. Klein. BEA Y 25: 124-33
- Emphasis on economic principles in the teaching of shorthand. Marcella Mouser. Bus Ed J 11: 18 Winter
- Evaluation of one-year shorthand courses in Wisconsin. Ronald Mrochek. University of Minnesota. M.A. thesis '63
- An evaluation of the comparative effectiveness of Carter briefhand and Gregg shorthand (simplified) at the secondary level. James Harper. Colorado State College, Ed.D. thesis
- An experimental study of programmed shorthand homework. Max L. Waters. Colorado State College, Ed.D. thesis '63; J Bus Ed 40: 75 N
- Flash reading. Roberta G. Pavlu. See issues Today's Sec
- For women only? Today's Sec 67: 28, 65 D
- Foreign words and phrases. Ella Rouse. Today's Sec 67: 47-48 O
- Gregg brief form and phrase chart in Gregg shorthand, diamond jubilee series. Gregg. 4 p, pkg. of 25 \$2
- Gregg dictation tapes, group E, shorthand speed development tapes. Gregg. 45 reels \$315
- Gregg notehand—a first-day lesson plan. Howard L. Newhouse. Bus Tchr 42: 13, 34 S-O
- Gregg shorthand, you and DJ. Howard L. Newhouse. Today's Sec 67: 46 S; 31, 57 O; 46 N; 40 D
- Gregg speed building, diamond jubilee series. John R. Gregg, Louis A. Leslie, and Charles E. Zoubek. 512 p \$4.56
- Gregg student dictation practice records. Gregg. Speed set four (4 records) \$2.25; Speed set five \$2.25; Speed set six \$2.25
- Have fun in shorthand. Lorena Wertz. Bal Sheet 45: 211, 239 Ja
- The high school stenographic course and then some. Pearle J. Thompson. Bus Ed Forum 18: 39, 48 My
- How can facility with the shorthand system be developed best? The case for the connected matter approach. Russell J. Hosler. Bus Ed Forum 19: 13 O
- How can facility with the shorthand system be developed best? The case for word lists and theory tests. Doris H. Crank. Bus Ed Forum 19: 12, 22 O
- How can shorthand be introduced most effectively? The case for the reading approach. Victor Van Hook. Bus Ed Forum 19: 11, 16 O
- How can shorthand be introduced most effectively? The case for the writing approach. Arnold Condon. Bus Ed Forum 19: 10, 22 O
- How is notehand doing? Imogene Kolkhorst. Bus Ed World 45: 3-4, 26 D
- How to write 240 wpm in Pitman shorthand. Morris Kligman. Pitman. 280 p \$4.75
- I didn't take shorthand in high school. Bob Vooge. Bus Ed World 44: 19, 38 F
- Improving efficiency of teaching business subjects—especially shorthand. George A. Wagoner. J Bus Ed 39: 330-32 My
- International terms. Ron D. Worl. Today's Sec 67: 43-44 D
- Investigation of selected measures for prediction of achievement of students in first-year shorthand. Mildred Bednar. San Diego State College, M.A. thesis '63
- Issues in shorthand and transcription. Gordon F. Culver. Bus Ed Forum 19: 5 O
- Literary terms. Melinda Myers. Today's Sec 66: 43-44 Ja
- Machine shorthand and our changing times. Dorothy M. Woodard. Bal Sheet 45: 347, 351 Ap
- Machines in the shorthand classroom. Sister M. Sarah. Cath Bus Ed R 16: 26-28 Fall
- Measurement aspects of the shorthand and typewriting forms of the national business entrance tests. Gloria Natale. Teachers College, Columbia University, Ed.D. thesis '63
- The methods courses in business education. John L. Rowe and others. N Bus Ed Q 33: 50-67 D
- More about awards—OGA. Audrey Schmidt. Bus Tchr 41: 28 Ja-F
- More teaching—less testing in shorthand. Helen H. Green. Bal Sheet 45: 249-51, 286 F
- Multiple listening stations for teaching shorthand transcription and typewriting. L. M. Collins and Dorothy Selinger. EBTA J 3: 28-32 Fall
- Needed: a new way to measure difficulty of dictation matter. Has the syllabic intensity yardstick lost its magic? Morris Mellinger.

SHORTHAND (*continued*)

- Bus Ed World 45: 9-11 N; Let's adopt the yardstick of a word frequency index. 13-15, 30 D
- New curriculum patterns in business education. Howard L. Newhouse. Bus Ed Forum 18: 19, 26 F
- Notehand at William Tennent. Jeanne McDermott. Bus Tchr 42: 16 N-D
- On these things we agree in the teaching of shorthand and transcription. Jane Stewart. Bus Ed Forum 19: 7-9 O
- Password to shorthand learning. Jean C. Fowler. Bus Ed World 45: 4-7 N
- Personally I'm sold on notehand. Mary Witherow. Bus Ed World 44: 20-21 Je
- Planning for student-selected stenographic dictation. Elizabeth T. Van Derveer. Bus Ed World 44: 8-10 Ja
- Political terms. Phil A. Buster. Today's Sec 67: 55-56 N
- Pre-college notehand in Wilmington high school. Bus Tchr 41: 4, 24 Ja-F
- Predicting elementary shorthand achievement. Mary Jane Lang. Bal Sheet 45: 300-302 Mr
- Q's and A's on Gregg shorthand, diamond jubilee series. Charles E. Zoubek. Bus Tchr 41: 6-7 My-Je
- Roundup of dictation labs. Lewis R. Toll and others. Bus Ed World 44: 13-22 Ja
- Secretarial office practice program—shorthand, typewriting, office practice. Rhoda T. Bedford and Hope M. Powell. EBTA Y 37: 131-42
- Shorthand activities. Frances Hesselholt. CBEA Bul 22: 7 O
- Shorthand and transcription now and in the 1970's. Helen Reynolds. BEA Y 25: 119-23
- Shorthand corner. Paul R. Denny. See issues Bus Ed World
- Shorthand corner. Priscilla M. Moulton. See issues Bus Ed World
- Shorthand dictation labs. Bus Ed World 44: 7-22 Ja
- Shorthand for the non-vocational student. Grady Kimbrell. CBEA Bul 22: 4 D
- Shorthand—how much progress? Edwardena H. Schneider. CBEA Bul 22: 2 O
- Shorthand in the 1970's. Steve Rosen. BEA Y 25: 134-39
- Shorthand pictures. Opal Heatherly. See issues J Bus Ed
- Shorthand—some methodology and mythology. Leonard J. Porter. Bus Tchg Aid S-9. Prentice-Hall. 2 p Free
- Shorthand speed tests. See issues Bus Tchr
- Shorthand success through writing. Devern Perry. Bal Sheet 46: 17-18 S
- Shorthand systems in the high school—a comparison. Valerie Appel Kagen. Bus Ed Observer 35: 24-26 Spring
- Shorthand teaching success. Howard L. Newhouse. Bus Tchr 41: 13, 22 Ja-F; 13, 33 Mr-Apr
- The shorthand transcription process and its teaching implications. D. J. Jester. VBE Bul 18: 9-10 F
- The sinistral student in shorthand. Janet Kay Ashcraft. CBEA Bul 21: 15 Mr
- Some personal views on shorthand instruction in the high school. Joseph B. Cleary. Bus Ed Forum 19: 17-18, 26 D
- Speaking of shorthand labs. Sister Mona Marie Buegler. J Bus Ed 39: 273-74 Ap
- Standards of business and education in shorthand and typing. Barbara G. Beckstead. Arizona State University, M.S. thesis '63
- Stenoscrypt notemaking, rev. ed. William Selden. Stenoscrypt Shorthand Institute, Inc., 3132—16th Street, N.W., Washington, D. C. 20010. 30 p
- The story of Gregg shorthand. Louis A. Leslie. Gregg. 214 p \$4.95
- A study of the adaptability of trainees to an intensive in-service training program in beginning shorthand and transcription. George Watto. Indiana University, Ed.D. thesis '63; N Bus Ed Q 33: 66-67 O
- A study to determine first-semester standards in diamond jubilee shorthand for Hunter college students. Carol Bellucci. Hunter College, M.S. thesis; N Bus Ed Q 33: 7 O
- A study to determine the effectiveness of dictaprint as a speedbuilding device in the learning of shorthand. Gloria Ann Gonyer. Brigham Young University, M.S. thesis '63
- A summary of recent (1940-62), selected findings in shorthand prognosis with specific reference to the use of the Byers' first-year shorthand aptitude tests at the high school in Southington, Connecticut. Ellen M. Wright. Central Connecticut State College, M.S. thesis '63; N Bus Ed Q 33: 70 O
- System changes in Gregg shorthand diamond jubilee series. Charles E. Zoubek. Bus Tchr 41: 6-7 Ja-F
- Teach shorthand so it is easy to learn. Eleanor Skimin and Patsy McMurtie. Bus Ed Forum 18: 15-17 Mr
- Teaching adults machine shorthand. Ronald M. Matthews. Bus Ed Observer 35: 12-13 Spring
- To mix or not to mix. Charles E. Zoubek. Bus Tchr 42: 18-19 S-O
- Transcribing speed practice. See issues Today's Sec
- Transcription corner. See issues Today's Sec
- Transcription production tests. See issues Bus Tchr
- The use of dictating equipment in the teaching of shorthand. Miriam Tecco Borthwick. Ohio Bus Tchr 24: 68-73
- Using the overhead projector in beginning shorthand. Agnes Putney. J Bus Ed 40: 19-20 O
- The validation of a formula for predicting the difficulty of shorthand dictation material. Harry W. Baggett, Jr. University of Minnesota, Ph.D. thesis
- We reduced shorthand failures by combining shorthand and typing. Leta McMillin. Bus Ed World 44: 25, 39 My
- We tried a one-year shorthand program for academically talented students. James A. Gawronski. Bus Ed World 44: 16-18, 38 My
- We want more dictation material. Charles E. Zoubek. Bus Tchr 42: 4, 33 N-D
- What happened to the "short" in shorthand? Joan McClereq. CBEA Bul 22: 8 D
- Wireless system for stenographic training.

Clare M. Fleser. J Bus Ed 40: 106-108 D
Word beginnings and endings in Gregg shorthand, diamond jubilee series. Charles E. Zoubek. Bus Tchr 41: 6-7 Mr-Apr

SIEGEL, J.
Distributive education: taking stock. N Y Soc Exp Study Ed Yrbk 57-59 '63

SILBERT, Annie P.
A study of the vocational office training program of Elbert county high school, Elberton, Georgia, for the years 1959, 1960, and 1961. Auburn University, M.Ed. thesis '63; N Bus Ed Q 33: 49-50 O

SIMONS, Harry and W. E. Karrenbrock
Intermediate accounting, 4th ed. South-Western. 980 p \$8

SIMS, Melvin
The changing role of the office function. University of Illinois, Ph.D. thesis '63

SISTER Irene Francis
Business education—a doorway to success in the Virgin Islands. Cath Bus Ed R 15: 16-18 Summer

SISTER Irma Jean
Social principles in the high school curriculum. Cath Bus Ed R 16: 20-25 Fall

SISTER John Marie
Christian virtues in office education. MBEA News Bul 29: 3 F
From graduation into the job. CBEA Bul 22: 6-7 D

SISTER M. Antonius
A sister looks at business inside out. Cath Bus Ed R 15: 46-49 Winter

SISTER M. Catherine
What does automation mean to our high school program? Bus Ed World 44: 22, 32 Je

SISTER M. Celeste
Toward better mutual understanding of type-writing goals. Bus Ed Forum 19: 9-10 N

SISTER M. Francella
The administration of business education. Cath Bus Ed R 16: 38-39 Winter '64-'65

SISTER M. Jean Clare
For business educators—implications of the new mathematics. Cath Bus Ed R 15: 19-30 Winter

SISTER M. Rosalina
Tutorial study for business. Cath Bus Ed R 16: 26-28 Fall

SISTER M. Sarah
Machines in the shorthand classroom. Cath Bus Ed R 16: 26-28 Fall

SISTER M. Therese
Business goes begging for better shorthand and transcription. Bus Ed World 44: 14-16, 29 Je

SISTER Margaret
Business ethics in the high school. Cath Sch J 64: 51-52 Ja

SISTER Mary Judith and Clarence M. Williams
Data processing in the business curriculum. J Bus Ed 40: 52-54 N

SISTER Mary Roberta
Dictation laboratory. Cath Sch J 64: 80-81 My

SISTER Mary Veronica
Office practice standards. Cath Bus Ed R 15: 53-57 Winter

SISTER Miriam Joseph
A challenge to womanpower in selected fields of current opportunity. Cath Bus Ed R 15: 6-15 Spring

SISTER St. Paul
Does your office practice course explore all facets of the subject? Bus Ed World 45: 4-5, 8 O

SKIMIN, Eleanor and Patsy McMurtie
Teach shorthand so it is easy to learn. Bus Ed Forum 18: 15-17 Mr

SKINNER, Gordon S.
See Kuhlman, John M.

SLAUGHTER, Robert E.
Education. EBTA Y 37: 264-71
Office practice meeting the demands of the businessman. Cath Bus Ed R 16: 40-46 Winter '64-'65

SLESINGER, Reuben E.
Teaching—affects the quantity and quality of economics majors. Coll N & V 18: 1-6 O

SLIMAK, Romuald
Integrated data processing. EBTA Y 37: 14-32

SLOSAR, Sister M. Ann Catherine
A study of business education in the Catholic high schools of the diocese of Cleveland, Ohio, 1961-1962, with implications for teacher preparation. Catholic University of America, M.A. thesis '63; N Bus Ed Q 33: 50-51 O

SLOW learners
The challenge of the slow learner. Helen M. Meinhardt. EBTA J 2: 76-78 Spring

How to teach clerical practice to slow learners. Abraham Ellenbogen. Bus Ed World 44: 26, 35 Ap

Live insurance: an experience for slow learners. Muriel C. Kovinow. H Points 46: 55-58 Ja

Preparing the lower one-third in general scholastic ability for business employment. Elvin S. Eyster. J Bus Ed 39: 180-81 F

The slow learner in business education: a selected bibliography. Eleanor R. Brown. Bureau of Economics and Business Research, Kent State University Kent, Ohio. \$50

The slow learner in typewriting. J. E. Gratz. Bus Tchg Aid T-21. Prentice-Hall. 2 p Free

SMALL, Ann
Business teacher education in Great Britain. N Bus Ed Q 32: 59-63 Mr

SMITH, C. Frank
See Leabo, D. A.

SMITH, Charles B.
The development of a Q-sort to measure self-concept of writing competence. J Bus Ed 39: 161 Ja; Delta Pi Epsilon J 6: 70-77 My

SMITH, D. V.
An open letter to parents. Bal Sheet 45: 275 F

SMITH, Dick
Report on California regional conference on improving school and college communication of student information. Data Processor 4: 3-7 Ja

SMITH, Frank S.
Teaching and/or guidance. Bus Ed Observer 29-30 Spring

SMITH, Lloyd George
Economic concepts basic to an understanding

- SMITH, Lloyd George** (*continued*)
of introductory marketing. Indiana University, D.B.A. thesis '63; J Bus Ed 39: 252 Mr; N Bus Ed Q 33: 57 O
- SMITH, Rosetta C.**
A business community survey is worthwhile. CBEA Bul 21: 2 My
- SMITH, Wesley**
Magna charta for vocational education. CBEA Bul 21: 1, 6 My
- SMITS, Roy M.**
A survey to determine the effectiveness of the 1960 and 1961 high school summer session given in Madison, Wisconsin. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 57-58 O
- SNEDEN, Robert W.**
How much is enough? Bal Sheet 46: 51 O
Office education. MBEA News Bul 29: 2-3 F
- OLON, Rosalind H.**
See McGrath, James J.
- SPACEK, Leonard**
The treatment of goodwill in the corporate balance sheet. J Accy 117: 35-40 F
- SPATHELF, Victor F.**
Some meandering thoughts on business education. MBEA News Bul 29: 2 My
- SPAUDLING, Kenneth C.**
Nature and limitations of economic models. Bal Sheet 45: 204-207 Ja
- SPELLING**
FBLA spelling. Future Bus Leader 18: 10 Spring
Spell it right. Paul Matthys. Today's Sec 66: 27-28 Ja
Spelling drills and exercises: programmed for the typewriter. LeRoy Brendel and Doris Near. Gregg. 108 p \$1.56
Word finder, 2nd ed. Ruth I. Anderson, Lura L. Straub, and E. Dana Gibson. Prentice-Hall. 244 p \$1.80
Word teasers. Elsie Leffingwell. See issues Today's Sec
Words at work—compound fractures. Sarah Montoya. Sec 24: 10-11 My
- SPENCE, R.**
Business English. Texas Outlook 47: 26-27 N '63
- SPIDLE, Mary E.**
A study of the techniques used in teaching general business in the secondary high school for an economic understanding. University of Colorado, M.B.E. thesis '63; N Bus Ed Q 33: 58 O
- SPRINGER, Gerald**
Effect of automation in the office on business education. University of Minnesota, M.A. thesis '63
- SPRINKEL, Beryl W.**
Money and stock prices. Irwin. 216 p \$4.50
- STAFFORD, James E.**
See Greer, Thomas V.
- STANDARDS**
Adding and calculating machine standards in selected post-secondary schools. Jerald B. Lydeen. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 42 O
Can business education meet the challenge of the vocational act? Bessie B. Kaufman. Bus Ed Forum 18: 28-29 Ap
- New business education standards—enthusiasm phase. John C. Roman. Bus Ed Forum 19: 19-20 N
Office practice standards. Sister Mary Veronica. Cath Bus Ed R 15: 53-57 Winter
Office standards for male employees. A. Lee Hall. Bus Ed Forum 18: 30-31 My
Office standards mean many things to many people. J. Curtis Hall. Bus Ed Forum 18: 25, 38 My
Records management—a necessary phase of office standards. Irene D. Kreidberg. Bus Ed Forum 18: 23-24 Mr
Standards for office workers. Mary E. Hall. J Bus Ed 39: 287-88 Ap
A study to determine first-semester standards in diamond jubilee shorthand for Hunter College students. Carol Bellucci. Hunter College, M.S. thesis; N Bus Ed Q 33: 7 O
Timed writings—standards and grading. Elvira Miranti. Bal Sheet 46: 64-65, 95 O
What do you mean, accuracy? Allien R. Russon. Bus Ed Forum 18: 25, 27 F
- STAUFFER, James G.**
Private business schools. EBTA Y 37: 231-37
- STEARN, Robert E.**
Motivation for accuracy in business arithmetic. EBTA J 2: 64-66 Spring
- STELTER, Gayle A.**
See Carlson, Marie E.
- STEPHAN, Norman**
See Schubert, C. V.
- STEVENS, Raymond**
Development of a unit to be used in a general business course. Mankato State College, M.S. thesis '63
- STEWART, Jane**
On these things we agree in the teaching of shorthand and transcription. Bus Ed Forum 19: 7-9 O
- STEWART, Marie, Frank W. Lanham, and Kenneth Zimmer**
College English and communication. Gregg. 532 p \$5.75
- STILES, Esther M.**
Data processing teaching unit for a secretarial practice class. J Bus Ed 39: 155-59 Ja
- STODDARD, Lucille Tibbitts**
The extent to which the skill-builder controlled reader contributes to skill development in typewriting. Brigham Young University, M.S. thesis '63
- STODDARD, Ted Dee**
A comparison of student achievement in Gregg simplified shorthand and Steno Skill shorthand. Brigham Young University, M.S. thesis '63
- STOKES, Paul A.**
Operation—adult education. Sincerely Yours 16: 5, 10 Ap
- STONE, Marvin L.**
Practitioners forum. See issues J Accy
- STONIER, A. W. and D. C. Hague**
A textbook of economic theory, 3rd ed. Wiley. 513 p \$5.50
- STRAUB, Lura Lynn**
Machines that increase teaching efficiency in business education. Am Voc J 39: 36-37 S
See also Anderson, Ruth I.
- STUTSMAN, Galen**

- From secretary to CPS. Ohio Bus Tchr 24: 64, 95
- SUMMERS, Laura H.**
Records management and filing quickie quiz. Sec 24: 30 N
- SURINA, Martin W.**
The effect of supplementary college accounting units upon achievement in high school bookkeeping classes. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 59 O
- SURVEYS**
A business community survey is worthwhile. Rosetta C. Smith. CBEA Bul 21: 2 My
An evaluation of the Sam Houston state teachers college business administration department by 1950 to 1960 bachelor of business administration graduates. Raymond D. Chachere. Sam Houston State Teachers College, M.A. thesis '63; N Bus Ed Q 33: 14-15 O
Evaluative criteria for survey instruments in business education. Lawrence W. Erickson and Mary Ellen Oliverio. Monograph 111. South-Western. 89 p Free
An occupational survey of Casa Grande, Arizona. Marian J. Hudson. Arizona State University, M.B.A. thesis '63
A survey of business education in the public schools of New England. Irwin A. Cohen and others. Boston University, Ed.M. thesis '63
Survey of selected phases of business information and business education with implications for teaching. Arnold Condon. CBEA Bul 21: 8-10 My
- SUTIN, Arnold H.**
A brief exposition on the economic factors in employment discrimination and the role of the fair employment practices commission. Cath Bus Ed R 15: 39-50 Spring
- SVELA, Barbara Ann**
A development of a programmed instruction manual for Fingerhut manufacturing company, St. Cloud, Minnesota. St. Cloud State College, M.S. thesis '63; N Bus Ed Q 33: 59-60 O
- SWAN, Bernell**
Case studies of students at the F. J. Gaenslen school for the physically handicapped with emphasis on their preparation in business education subjects. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 60 O
- SWAN, Carroll**
See Oxenfeldt, Alfred R.
- SWANSON, Myrna**
A study of adult business education in the public school. Bus Ed J 12: 17-21 Fall
- SWANSON, Robert M.**
The cycle repeats. Ball State CJ 35: 5, 11 F
- SWENSON, Renee Y.**
Conflicting opinions in the teaching of selected aspects of Gregg shorthand theory as revealed in the professional business education literature from 1953 to 1962. University of North Dakota, M.S. thesis '63; N Bus Ed Q 33: 60-61 O
- SWITZER, Mary E.**
Training handicapped students for office careers. Bal Sheet 46: 62-63 O
- T**
- TAYLOR, Helen W.**
Development and evaluation of programmed materials in the presentation of theory in beginning shorthand classes. University of Tennessee, Ed.D. thesis '63; N Bus Ed Q 33: 61 O
— and Elise D. Palmer
Development and evaluation of programmed materials and multiple-channel dictation tapes in beginning shorthand. N Bus Ed Q 32: 28-38 Mr
- TAYLOR, J. R.**
The commission's corner. See issues Compass
- TAYLOR, Philip E.**
Government expenditures: the principles involved. Insert from Newsletter JCEE 1-2 F
- TAYLOR, Richard and James Fiebig**
Practical experience creates a desire to learn. Bus Ed Observer 35: 16-17 Spring
- TEACHER education**
Administration and supervision of business education in state colleges of education. Louis C. Nanassy. N Bus Ed Q 32: 31-40 My
An analysis of the cooperative field participation program for business teachers and counselors at San Francisco state college. Elizabeth C. Helseth. San Francisco State College, M.A. thesis '63; N Bus Ed Q 33: 28-29 O
An appraisal of business teacher education in the state university and selected state colleges of Louisiana. Kenneth Isaac Durr. Indiana University, Ed.D. thesis '63; J Bus Ed 39: 339 My; N Bus Ed Q 33: 20-21 O
Bookkeeping, accounting, and related office education. Lloyd V. Douglas and others. N Bus Ed Q 33: 21-37 D
Business administration and economic education. Milton C. Olson and others. N Bus Ed Q 33: 5-20 D
Business education. Lloyd V. Douglas. Center for Applied Research in Education, Inc., Washington, D. C. 115 p \$3.95 '63
The business teacher education curriculum—a study of subject-matter elements (part 2). Bulletin 81. John L. Rowe, ed. National Business Education Association, 1201 Sixteenth Street, N. W. Washington, D. C. 20036. 73 p \$1.25
Business teacher education in Great Britain. Ann Small. N Bus Ed Q 32: 59-63 Mr
Business teacher education program in Catholic women's liberal arts colleges and selected criteria recommended by the national association for business teacher education: a comparative study. Sister Mary Colette Ayer. Catholic University of America, M.A. thesis '63; N Bus Ed Q 33: 54-55 O
California business teacher education and the new credential law. L. W. Erickson. J Bus Ed 39: 136-37 Ja
A comparative study of the background data, academic achievement, and the persistence of students electing business teacher education with those in other subject fields at Wisconsin state college, Whitewater.

TEACHER education (continued)

- Leon Hermesen. University of Wisconsin. Ph.D. thesis '63; J Bus Ed 39: 161 Ja; N Bus Ed Q 33: 30-31 O
- Critical requirements for distributive education teacher-coordinators. Harland E. Samson. University of Minnesota. Ph.D. thesis
- Current issues in business teacher education. John L. Rowe. NABTE Bul 80: 3
- Current issues in business teacher education. Bulletin 80. John L. Rowe, ed. National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D. C. 20036. 64 p \$1.25
- Dr. Conant on teacher education. Albert C. Fries. Bal Sheet 45: 195 Ja
- Evaluation of the business education program at San Francisco state college based on a survey of the business education graduates from 1948-1962. John E. Homan. San Francisco State College, M.S. thesis '63; N Bus Ed Q 33: 34-35 O
- How to teach can (not?) be taught. G. Dale Meyer. CBEA Bul 22: 5-6 D
- An instrument for the evaluation of understandings of business teaching. Bobbie Bateman. University of Oklahoma, Ed.D. thesis '63; N Bus Ed Q 33: 5 O
- The master's degree in business education: an analysis and a critique. John C. Peterson. University of North Dakota, Ed.D. thesis
- The methods courses in business education. John L. Rowe and others. N. Bus Ed Q 33: 50-67 D
- Methods for college and university professors? Stephen Butcher. J Bus Ed 39: 239-40 Mr
- NABTE bulletins. N Bus Ed Q 33: 4, 73 D
- NABTE curriculum study. Lewis R. Toll and others. N Bus Ed Q 33: 3 D
- National association for business teacher education—roster of member colleges and universities, 1964-1965. N Bus Ed Q 33: 68-72 D
- Practices and trends in student teaching in business teacher education. Gordon F. Culver. N Bus Ed Q 32: 22-27 Mr
- Preparation needed to teach about electronic data processing. Edwin J. Weber. Bus Ed Forum 18: 14-15 F
- Principles of teaching business education subjects. William Selden. J Bus Ed 40: 96-98 D
- Related teacher education organizations. Elvin S. Eyster. NABTE Bul 80: 61-62
- Relevancy of learning experiences in the professional program of university of southern Mississippi business teacher candidates to problems encountered by graduates teaching business. Annette Bonner. Indiana University, Ed.D. thesis
- The second time around. Larry R. Fiber. Bus Ed Observer 35: 23 Spring
- Should a course or courses in data processing be included in the preparation of all business teachers? E. Dana Gibson. NABTE Bul 80: 48-52; Robert E. Hoskinson. 52-59
- Should all graduate programs in business teacher education include formal research? Leonard J. West. NABTE Bul 80: 39-44; Herbert A. Tonne. 44-47
- Should business teacher education programs at the undergraduate level require the same core of business administration and economic subjects that are required in business administration undergraduate programs? Ray G. Price. NABTE Bul 80: 30-32; Theodore Woodward. 32
- Should business teachers be prepared to teach all business subjects? John L. Rowe. NABTE Bul 80: 33-36; Mary Ellen Oliverio. 36-38
- Should the master's degree designed for preparing business teachers for the junior college level be a master's degree in business administration? John E. Binnion. NABTE Bul 80: 17-24; J. Curtis Hall. 25-30
- A sister looks at business inside out. Sister M. Antonius. Cath Bus Ed R 15: 46-49 Winter
- So you're going to be a student teacher. Helen E. Gibbons. J Bus Ed 39: 143-44 Ja
- Standards of preparation for office practice teachers. R. Dermont Bell. Bus Ed Forum 18: 36-38 My
- Student teacher speaks out. Yvonne Gallegos. CBEA Bul 21: 4, 6 Mr
- A study of business education in the Catholic high schools of the diocese of Cleveland, Ohio, 1961-1962, with implications for teacher preparation. Sister M. Ann Catherine Slosar. Catholic University of America, M.A. thesis '63; N Bus Ed Q 33: 50-51 O
- A study of business teacher certification practices in the fifty states with a comparison of the national association for business teacher education recommended course study for business teachers to the minimum state requirements for business teachers. Ardith O. Hohbach. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 33-34 O
- The supervising teacher: a synthesis of findings and thought. Jeraline D. Harven. Indiana University, Ed.D. thesis
- A survey of the certification requirements for high school business teachers in the fifty states. Marie Girard. Kansas State College of Pittsburg, M.S. thesis '63
- Teacher training programs in electronic data processing. John A. Damgaard. EBTA Y 37: 215-30
- Technical content competencies needed by teachers of the distributive subjects. Peter G. Haines and others. N Bus Ed Q 33: 38-49 D

TEACHERS

- The academic butterfly. James U. McNeal. Coll N & V 18: 26 D
- An analysis of the factors relating to the career choice and to the career satisfactions and discouragements of selected college business education teachers. Orvid Jay Owens. Colorado State College, Ed.D. thesis
- Appraisal of distributive teacher-coordinator behavior. Harland E. Samson. Delta Pi Epsilon J 7: 13-22 N
- Are you a business teacher? Charles E. Reigel and Herbert M. Jelley. Ohio Bus Tch 24: 2-3
- Ask yourself: how do I rate as a teacher?

- R. Robert Rosenberg. *Bus Ed World* 44: 24-25 F
- Business teacher work experience. Elaine Dabkowski. *Bal Sheet* 46: 96 O
- California credential program statement. L. W. Erickson. *J Bus Ed* 39: 153-54 Ja
- The cause and cure of business teacher obsolescence. Mary F. Robek. *Bus Ed Forum* 18: 16-18 F
- The changes in attitudes of prospective teachers toward education and teaching in secondary schools. Sara E. Anderson. Indiana University, Ed.D. thesis
- A comparison of the beliefs and practices of business teachers and administrators in Colorado and Wyoming with the publication, *This we believe about business education in the high school*. Vernon C. Whiting and Alice M. Yetka. Colorado State College, Ed.D. thesis '63; *N Bus Ed Q* 32: 5-10 Mr; *J Bus Ed* 39: 338-39 My
- How do you rate professionally? Marcella Mouser. *Bus Ed J* 11: 2 Winter
- Join the parade? Dorothy E. Crunk. *Ball State CJ* 35: 3 My
- Make this tour of Manhattan. I. David Sattlow. *Bus Ed World* 44: 7-12, 27 Je
- The office educator and the future. Bruce I. Blackstone. *Ohio Bus Tchr* 24: 20-24
- A self-inventory for the teacher of general business. Mary Margaret Brady. *Bus Ed Forum* 18: 22-23 F
- Spend this summer in an office. Nancy A. Dittman. *J Bus Ed* 39: 350 My
- Take a bow, Mr. Business educator. Joseph Gruber. *Bal Sheet* 45: 291 Mr
- Utilize part-time faculty in education for business. Robert E. Schmiedicke. *Bal Sheet* 45: 398-400 My
- What is a teacher? *Bal Sheet* 45: 229 Ja
- Working conditions of business teachers in a selected group of public Kansas high schools with enrollments of 50 to 650. Carol Sue Maples. Kansas State College of Pittsburg, M.S. thesis '63
- Your gremlins of opportunity—they'll point the way! Dorothy E. Crunk. *Ball State CJ* 35: 14-15, 18 My
- TEACHING**
- Application of the case method to business education. Thomas V. Greer and James E. Stafford. *J Bus Ed* 39: 241-43 Mr
- Basic factors in business teaching. Charles G. Reigner. *Ohio Bus Tchr* 24: 36-37, 92
- Be an A-1 teacher right from the beginning. Blanche Royer. *Bus Ed World* 45: 16, 34 N
- A career in teaching the business subjects. Frank M. Herndon. *Bus Ed Forum* 18: 7-9 Ja
- The changes in attitudes of prospective teachers toward education and teaching in secondary schools. Sara E. Anderson. Indiana University, Ed.D. thesis
- Consider business teaching! Frank M. Herndon. *Future Bus Leader* 18: 4-5, 12 Winter
- Do a better job in an easier way. Lilian Heron. *J Bus Ed* 40: 63-66 N
- Do students follow your directions? Jan Bredt. *J Bus Ed* 39: 325-26 My
- Fifteen reasons for expecting better and better skills. Alan C. Lloyd. *Ohio Bus Tchr* 24: 26-28, 91
- Handling all levels of ability in the classroom. Lorraine Del Turco. *Bus Ed World* 44: 20-22 F
- How to keep your skills students ahead of themselves. Sister M. Blaitthin. *Cath Bus Ed R* 15: 32-38 Spring
- Individual indifferences? Leonard J. Porter. *P-H Bus Ed Newsletter* 15: 4 Spring
- Principles of teaching business education subjects. William Selden. *J Bus Ed* 40: 96-98 D
- Some effects of organization structure on learning. Geraldine Smith Cain. Pennsylvania State University, Ed.D. thesis '63
- Student feedback on classroom activities. Clark L. Hosmer. *Coll N & V* 18: 11-12 D
- A study of the role of office services in enabling faculty members to attain academic productivity. Reba K. Neel. *J Bus Ed* 39: 161 Ja
- Trick-of-the-trade. *See issues Bus Tchr*
- Your gremlins of opportunity—they'll point the way! Dorothy E. Crunk. *Ball State CJ* 35: 14-15, 18 My
- TEACHING aids**
- Development and evaluation of multiple-channel dictation tapes in beginning shorthand classes. Elise Douglass Palmer. University of Tennessee, Ed.D. thesis '63; *N Bus Ed Q* 32: 28-38 Mr; 33: 45-46 O
- Development and evaluation of programmed materials and multiple-channel dictation tapes in beginning shorthand. Helen W. Taylor and Elise D. Palmer. *N Bus Ed Q* 32: 28-38 Mr
- Do a better job in an easier way. Lilian Heron. *J Bus Ed* 40: 63-66 N
- Educational aspects of business games. John M. Amos. *J Bus Ed* 40: 61-62 N
- The effect of a twenty-hour reading program with the controlled reader on selected office practice skills. Dana H. Verry. University of Pittsburgh, Ph.D. thesis '62; *J Bus Ed* 39: 252-53 Mr; *N Bus Ed Q* 33: 64 O
- The effects of skill-builder controlled reader training in facilitating skill development in college typewriting. Margaret H. Johnson. *J Bus Ed* 40: 30-31 O
- An even dozen rambling ideas on making an industry trip. James H. Edmondson. *EBTA J* 2: 69-71 Spring
- The extent to which the skill-builder controlled reader contributes to skill development in typewriting. Lucille Tibbitts. Stoddard. Brigham Young University, M.S. thesis '63
- Machines in the shorthand classroom. Sister M. Sarah. *Cath Bus Ed R* 16: 26-28 Fall
- Multiple listening stations for teaching shorthand transcription and typewriting. L. M. Collins and Dorothy Selinger. *EBTA J* 3: 28-32 Fall
- Teaching aids. Jane F. White. *See issues Bus Ed World*
- Teaching typing with tapes. Agnes Schellstede. *Bus Ed World* 44: 13-15 Ap
- The use of trade magazines in teaching post-high school distributive education students. Robert S. Duxstad. University of Minne-

TEACHING aids (continued)

sota, M. A. thesis '63; N Bus Ed Q 33: 21 O

TEACHING machines

Every typewriter can be a teaching machine.

William R. Tucker. J Bus Ed 40: 14-15 O

The improvement of Croit's lettering instruction through the use of teaching machines.

Donald P. Kohns. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 38-39 O

TEAM teaching

Team teaching—a stimulating challenge.

Elizabeth Iannizzi. Cath Bus Ed R 15: 32-34 Summer

Team teaching in business education. Fred S.

Cook. NBEA Y 2: 95-106

TEIGLAND, Virgil R.

See Jones, Robert L., Jr.

TELEVISION

Closed-circuit television for typewriting.

Dorothy D'Amico and Nancy Pline. Sincerely Yours 16: 8 Ap

Educational television program uses teenage students to teach insurance facts. Topics 14: 1-3 Fall

How does the achievement of high school students taking an educational television course in economics compare with the achievement of college elementary economics students? Dennis L. Nelson. University of Minnesota, M.A. thesis

Television instruction in business mathematics. R. E. Fairbank. National Commission on Teacher Education and Professional Standards Official Report 1963: 246-52

TV typing—from eight to eighty. Jane Ealy. Bus Tchr 41: 17 My-Je

TEMPLE, Patricia

Comparison of two types of practice materials on typewriting. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 61-62 O

TENER, Morton

How to prepare a departmental budget. Bus Ed World 45: 22-23 N

Individualizing bookkeeping with contracts. Bal Sheet 45: 248, 288 F

Problem solving in business arithmetic. EBTA J 3: 16-19, 22 Fall

TERRY, George R.

Principles of management, 4th ed. Irwin. 837 p \$8.50

TESTING

Accounting quickie quiz. Rita Huff. Sec 24: 27 Mr; 23 My

Banking quickie quiz. Joan Warner. Sec 24: 34 S

Business law quickie quiz. Margaret O. Maddox. Sec 24: 28 Ap

Calculating machines—teaching and testing. Glenna Dodson Carr. Bus Ed Forum 19: 10-11 D

Communications quickie quiz. Edward A. Perkins, Jr. and Robert E. Wiper. Sec 24: 28 F

A comparison of the shorthand achievement on tests administered by oral and printed dictation. Karen Joyce Hammond. Brigham Young University, M.S. thesis '63

The construction of a nationally standardized

achievement test for high-school business

English students. LeRoy A. Pemberton.

University of California at Los Angeles, Ed.D. thesis '63; J Bus Ed 39: 253 Mr

Consumer information test. Delta Pi Epsilon J 6: 121-34 JI

The development of a standardized test of stenographic information and skills for use on the high school level. G. Elizabeth Ripka. Temple University, Ed.D. thesis '63; J Bus Ed 39: 297 Ap

Graded transcribing tests, diamond jubilee series. Louis A. Leslie and Charles E. Zoubek. Gregg. 128 p \$1.64

Gregg bookkeeping test for awards. See issues Bus Tchr

Gregg filing awards tests. See issues Bus Tchr

Measurement aspects of the shorthand and typewriting forms of the national business entrance tests. Gloria Natale. Teachers College, Columbia University, Ed.D. thesis '63

Production typing tests. See issues Today's Sec

Records management and filing quickie quiz. Laura H. Summers. Sec 24: 30 N

Shorthand speed tests. See issues Bus Tchr

Teachers encourage absence. Kansas Bus Tchr 18: 3 D

Transcription production tests. See issues Bus Tchr

Typewriting speed test. See issues Today's Sec

THOMAS, Ralf J.

The challenging role of the junior college. Bal Sheet 45: 339 Ap

THOMAS, Roy E.

What preparation is best for a career in business? Coll N & V 18: 7-10 D

THOMPSON, Bebee D.

Advertising terms. Today's Sec 66: 59-60 Je

THOMPSON, David A.

See Samson, Harland E.

THOMPSON, George C. and Gerald P. Brady

Negotiable instruments and sales. Wadsworth. 224 p \$2.25

THOMPSON, Pearle J.

The high school stenographic course and then some. Bus Ed Forum 18: 39, 48 My

THOMPSON, Robert J.

Cybernation and the secretary. J Bus Ed 39: 189-90 F

The impact of education for business. CBEA

Bul 22: 10 D

Recent developments in audiovisual education. NBEA Y 2: 123-34

THOMPSON, Willard M.

Education? training? who is responsible for which? Bal Sheet 46: 114-16 N

THORNE, Marian H.

Guidance in the basic business courses for potential high-school dropouts. Bus Ed Forum 19: 17 N

Maximum benefits from the cooperative work experience program. J Bus Ed 39: 327-29 My

TOLL, Lewis R.

Administrative problems of business education on the collegiate level. N Bus Ed Q 32: 5-16 My

— and others

NABTE curriculum study. N Bus Ed Q 33: 3 D

- Roundup of dictation labs. *Bus Ed World* 44: 13-22 Ja
- TONNE, Herbert A.**
Current thinking about the future of business education. *J Bus Ed* 39: 140-42 Ja
Data processing instruction in high school. *J Bus Ed* 40: 8-9 O
The dilemma of job training. *J Bus Ed* 39: 314-15 My
General business now and in the 1970's. *BEA Y* 25: 57-66
How radical are our students? *J Bus Ed* 39: 228-29 Mr
Job training in the high school. *J Bus Ed* 40: 50-51 N
Selling business education. *J Bus Ed* 40: 94-95 D
Static bookkeeping. *J Bus Ed* 39: 270-71 Ap
What we think is our best research. *J Bus Ed* 39: 184-86 F
See also West, Leonard J.
- TOOTHMAN, Rex C. and Peter G. Haines**
Post-high school preparatory education for careers in distribution. *Bus Ed Forum* 18: 13-15 Ap
See Haines, Peter G.
- TOUPIN, Harold O.**
See Meyer, Warren G.
- TRANSCRIPTION**
Business goes begging for better shorthand and transcription. Sister M. Therese. *Bus Ed World* 44: 14-16, 29 Je
A comparison of the effect of accuracy in transcription from outlines or context. Norma N. Crewdson. University of Minnesota, M.A. thesis '63; *N Bus Ed Q* 33: 17 O
The development of transcribing skill in shorthand instruction. Pearl M. Rankin. University of Pittsburgh, Ph.D. thesis '63; *N Bus Ed Q* 33: 48-49 O; *J Bus Ed* 40: 74-75 N
A forward look in transcription. Estelle L. Popham. *BEA Y* 25: 155-61
Graded transcribing tests, diamond jubilee series. Louis A. Leslie and Charles E. Zoubek. Gregg. 128 p \$1.64
I taught transcription to a class of honor students. George E. Milham. *Bus Ed World* 45: 16-17 D
Is typewritten transcription too long delayed? Alice C. Green. *Bal Sheet* 45: 395-97, 430 My
Issues in shorthand and transcription. Gordon F. Culver. *Bus Ed Forum* 19: 5 O
Multiple listening stations for teaching shorthand transcription and typewriting. L. M. Collins and Dorothy Selinger. *EBTA J* 3: 28-32 Fall
On these things we agree in the teaching of shorthand and transcription. Jane Stewart. *Bus Ed Forum* 19: 7-9 O
Preview transcription too! Don Jester. *Bus Ed Forum* 19: 15, 20 N
Programmed instruction in pretranscription training. Joseph B. Cleary. *BEA Y* 25: 140-49
Shorthand and transcription now and in the 1970's. Helen Reynolds. *BEA Y* 25: 119-23
- The shorthand transcription process and its teaching implications. D. J. Jester. *VBE Bul* 18: 9-10 F
- A study of the adaptability of trainees to an intensive in-service training program in beginning shorthand and transcription. George Watto. Indiana University, Ed.D. thesis '63; *N Bus Ed Q* 33: 66-67 O
- Teaching machine transcription. Ruth I. Anderson. *Bus Tchg Aid Q-4*. Prentice-Hall. 2 p Free
- Teaching transcription on the secondary level: theories and practices. Robert Gryder. University of North Dakota, Ed.D. thesis
- Teaching transcription today. Louis A. Leslie. *BEA Y* 25: 150-54
- Transcribing speed practice. *See* issues Today's Sec
- Transcription corner. *See* issues Today's Sec
- Transcription production tests. *See* issues Bus Tch
- We must introduce transcription at an earlier point. Beverly C. Kirk. *Bus Ed World* 45: 22-23 O
- When should transcription be taught? The case for deferred transcription. Marion M. Lamb. *Bus Ed Forum* 19: 15-16 O
- When should transcription be taught? The case for early transcription. Hamden L. Forkner. *Bus Ed Forum* 19: 14, 16 O
- TRIMPE, Adrian**
The industry tour—a motivating force. *Bus Ed Forum* 18: 22 Mr
- TROUTMAN, Phillip E.**
A study of campus interviews conducted at Kansas state teachers college, Emporia. Kansas State Teachers College, M.S. thesis '63
- TUCKER, William R.**
Every typewriter can be a teaching machine. *J Bus Ed* 40: 14-15 O
An experimental study to determine if basic economic concepts can be taught incidentally in typewriting classes. San Diego State College, M.A. thesis '63
- TYPEWRITING**
Adjusting lesson plans to improve classroom effectiveness. Delores Leadon. *Bus Ed Forum* 19: 11-12 N
An analysis and classification of errors made by secondary school students in typewriting at the end of the first semester. Sadie Coninx. University of North Dakota M.S. thesis '63; *N Bus Ed Q* 33: 16 O
An analysis of the control concept in typewriting. L. W. Erickson. *Bal Sheet* 45: 292-95, 336 Mr
Ann is seven years old today—and she's typing! Robert J. Ruegg. *Bus Ed World* 44: 22-24, 40 My
Applied business typing. Kathryn G. Holland. Rowe. 96 p \$2.08
Are typists ambidextrous? Kay Marksheffel. *J Bus Ed* 40: 67-69 N
Arrangement of desks and wiring for electric typewriters. Richard P. Painter. *J Bus Ed* 39: 244-45 Mr
Artying. Julius Nelson. *See* issues *J Bus Ed*
Business letter unit for typing. James F. Brubeck. *J Bus Ed* 40: 104-105 D

TYPEWRITING (continued)

- Center at 50, please! Alan C. Lloyd. Bus Tchr 42: 13 N-D
- A child, a tape, and a typewriter. K. H. Enander. CBEA Bul 21: 2, 4 My
- Classroom movies show typewriting techniques. Warren L. Peterson. Kansas Bus Tchr 18: 3 D
- Closed-circuit television for typewriting. Dorothy D'Amico and Nancy Pline. Sincerely Yours 16: 8 Ap
- College typewriting, 7th ed. D. D. Lessenberry, S. J. Wanous, and Charles H. Duncan. South-Western. 160 p \$3.75
- A comparison of achievement in junior high school and senior high school typewriting classes. Marian Purrier Nelson. Mankato State College, M.S. thesis '63
- A comparison of evaluation techniques in typewriting. Eugene R. Lysne. Mankato State College, M.S. thesis '63
- Comparison of two types of practice materials on typewriting. Patricia Temple. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 61-62 O
- Competition motivates typewriting students. Dean Clayton. Bal Sheet 46: 158-59 D
- Comprehensive typewriting. Clinton A. Reed, Hobart H. Conover, and Elizabeth M. Prowell. Allyn and Bacon 496 p
- Conditioning practice with provision for individual differences. Elaine Helwig. Typ News 34: 1-2
- Determining your T.Q. (typing quotient). Nathan Krevolin and Leonard J. Porter. Bus Tchg Aid T-23. Prentice-Hall. 2 p Free
- Developing high speed typewriting skill—a case study approach. L. W. Erickson. Bal Sheet 45: 244-47, 288 F
- Don't confuse rut with routine. Gene Harvey. J Bus Ed 39: 195-96 F
- The effect of background music on performance in second-semester typewriting in the Paseo high school, Kansas City, Missouri. Carolyn Burd Shew. State College of Iowa, M.A. thesis '63
- The effect of high speed drill on speed and accuracy development in beginning typewriting. James Roland Johnson. North Texas State University, Ed.D. thesis '63; J Bus Ed 39: 339 My
- The effects of selected auditory stimulation upon learning typewriting. A. J. LeMaster. J Bus Ed 39: 296 Ap
- The effects of skill-builder controlled reader training in facilitating skill development in college typewriting. Margaret H. Johnson. J Bus Ed 40: 30-31 O
- Effects of typing instruction on the personality and achievement of educable mentally handicapped children. M. B. Karnes and others. Exceptional Children 31: 27-32 S
- Effects of variations in syllabic intensity on straight copy performance among novice typists. Paul E. McInturf. Delta Pi Epsilon J 7: 23-27 N
- Emphasizing the fundamentals of typewriting. Harold O. Palmer. Bus Tchg Aid T-22. Prentice-Hall. 2 p Free
- Evaluation of typewriting proficiency training: preliminary test development. Leonard J. West and D. J. Bolanovich. Southern Illinois University, '63; N Bus Ed Q 33: 68 O; J Ap Psychol 47: 403-407 D '63
- Every typewriter can be a teaching machine. William R. Tucker. J Bus Ed 40: 14-15 O
- Exciting letter typing. Paul J. Sander. J Bus Ed 40: 103 D
- Experimental development of economic understandings through typewriting. Marilyn J. Hanson. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 26-27 O
- An experimental study of production typewriting at Richwoods community high school. Rachel W. Shepherdson. Illinois State Normal University, M.S. thesis '63
- An experimental study to determine if basic economic concepts can be taught incidentally in typewriting classes. William Tucker. San Diego State College, M.A. thesis '63
- The extent to which the skill-builder controlled reader contributes to skill development in typewriting. Lucille Tibbitts Stoddard. Brigham Young University, M.S. thesis '63
- 5 ways to build typing skill. E. A. Patchen. J Bus Ed 39: 275-76 Ap
- For what are we training typewriting students? Ella May Webb. Bus Ed Forum 18: 20, 26 F
- For women only? Today's Sec 67: 28, 65 D
- Getting off to a good start in beginning typewriting. Richard D. Featheringham. Ohio Bus Tchr 24: 52-55, 93
- Gregg teaching tapes for Gregg typewriting for colleges, 2nd ed. Gregg. 12 dual-track reels \$200
- Gregg typewriting for colleges, 2nd ed. Alan C. Lloyd, John L. Rowe, and Fred E. Winger. Gregg. 352 p \$5.25
- Harmonizing timed writing grading scales with principles of motor skill development. Richard W. Dyer. Bus Ed Forum 19: 13-14 N
- How can we build accuracy in typing? Rita L. Kennedy and Robert E. Wiper. Bus Ed World 45: 20-22 O
- How much typing is enough? Alan C. Lloyd. Bus Tchr 41: 5, 32 My-Je
- How to meet changing needs in typewriting—the teaching of electric typing. John L. Rowe. Bus Ed World 44: 27-29 Ja; Development of speed in typing, 29-33 F; Development of accuracy in typing, 23-25, 34 Ap; Using motivation in typewriting, 29-31, 35 My; What about equipment in typing? 23-24, 28 Je
- How to teach the keyboard in one lesson. Richard E. McDonald. Typ News 34: 4
- I taught typing to blind students. Norman B. Schmidt. Bus Ed World 45: 24-25 S
- I used typing to teach English as a foreign language. Cecil W. Williams. Bus Ed World 44: 24, 30 Ja
- The implementation of art typing. Nathan Krevolin. EBTA J 3: 33-37 Fall
- Incidental learning of economic concepts in beginning typewriting classes. Dean Clayton. J Bus Ed 39: 160 Ja
- Initial learning of a motor skill without motor involvement. George J. Hammer and Gloria M. Natale. J Bus Ed 39: 282-83 Ap

- Integrate typewriting and economics. Richard D. Brown. *Bus Ed J* 11: 19 Winter
- Interdisciplinary nature of typewriting. George P. Grill. *Bus Ed Forum* 19: 19-20 D
- Junior high school creative typewriting. Harmon M. Bulley. *Sincerely Yours* 16: 8 Ap
- Junior high typing: comparing achievements of students in seventh, eighth and ninth grades: Hetrick A. Foss. *Bus Ed World* 45: 7-8, 32 D
- The last is first in typing. Mearl R. Guthrie. *P-H Bus Ed Newsletter* 15: 2 Spring
- Let your beginning typing classes type English themes. Jerry L. Wood. *Bus Ed World* 44: 32 My
- Maximizing opportunities in typewriting. T. James Crawford. *Bus Ed Forum* 19: 5, 12 N
- Measurement aspects of the shorthand and typewriting forms of the national business entrance tests. Gloria Natale. Teachers College, Columbia University, Ed.D. thesis '63
- Mechanical stimulus displays in typewriting training. Edward A. Perkins, Jr. *Delta Pi Epsilon J* 6: 49-64 F
- Meet Mr. typewriter. Allen Kessler. *Bus Ed Observer* 35: 31 Spring
- The methods courses in business education. John L. Rowe and others. *N Bus Ed Q* 33: 50-67 D
- Multiple listening stations for teaching shorthand transcription and typewriting. L. M. Collins and Dorothy Selinger. *EBTA J* 3: 28-32 Fall
- 130 basic typing jobs, 2nd ed. Ruth I. Anderson and Leonard J. Porter. Prentice-Hall. 61 p \$1.72
- Periodicity of effort in beginning typewriting. Dale D. Atwood. University of North Dakota, Ed.D. thesis
- Planning, implementing, and evaluating a program to improve the one-semester personal-use typewriting course at Americus high school, Americus, Georgia. Robert L. Sawyer. University of Georgia, M.Ed. thesis '63
- Practical project assignments. Marietta Cain. *Typ News* 34: 6-7
- Predicting success in typewriting. John C. Flanagan and Grace Fivars. *Bal Sheet* 46: 7-9 S
- Pressure for improvement via a typing improvement scale. Fred E. Winger. *Bus Tchr* 42: 11 S-O
- Production typewriting for 1970. L. W. Erickson. *BEA Y* 25: 176-83
- A project used to give realism to an advanced typing class. Robert J. Prieskorn. *Typ News* 34: 1-2
- A proposed plan for integrating second-year typewriting with the teaching of library skills. Mary A. Davis. University of Georgia, M.Ed. thesis '63
- The provisions being made by senior high schools for students who have had previous typewriting instruction. Carmella E. Nuccio. *Ohio Bus Tchr* 24: 44-48, 94
- Psychology promotes speed in typewriting. Don E. Clayton. *Bal Sheet* 46: 113, 142 N
- Pupil evaluation in second year typing. Kenneth F. Ralston. *Bus Ed Observer* 35: 14-15 Spring
- Reading and typewriting. Jerry L. Wood. *J Bus Ed* 40: 109-11 D
- Research: an advanced typing project—teaching by doing. James W. Park. *J Bus Ed* 39: 246-48 Mr
- The research in typewriting. Harves Rahe. *Bus Ed Forum* 19: 17, 23 O
- Secretarial office practice program—short-hand, typewriting, office practice. Rhoda T. Bedorf and Hope M. Powell. *EBTA Y* 37: 131-42
- Seems typing has a place in schools. Matt Weinstock. *CBEA Bul* 21: 6 Mr
- Sing along. Donald R. Moran. *Typ News* 34: 2
- The slow learner in typewriting. J. E. Gratz. *Bus Tchg Aid* T-21. Prentice-Hall. 2 p Free
- Some classic researches in typewriting. Leonard J. West. *Delta Pi Epsilon J* 6: 78-81 My
- Some practices to help typewriting students. Helen H. Green. *Bal Sheet* 46: 100-105 N
- Speed and accuracy drills. Rowe. 29 p \$.60
- Speed building in typewriting. John L. Rowe. *BEA Y* 25: 170-75
- Spelling drills and exercises: programmed for the typewriter. LeRoy Brendel and Doris Near. *Gregg*. 108 p \$1.56
- Standards of business and education in shorthand and typing. Barbara G. Beckstead. Arizona State University, M.S. thesis '63
- Stroking proficiency as a factor in typewriter keyboard presentation. Spencer Kay Mendenhall. Brigham Young University, M.S. thesis '63
- A study of the first-year typewriting timed writing and production speed standards in a selected group of metropolitan secondary schools. Jerry C. Davidson. Kansas State College of Pittsburg, M.S. thesis '63
- A study of the junior high school typewriting program in Racine, Wisconsin. Estelle Griffith. University of Wisconsin, M.S. thesis '63; *N Bus Ed Q* 33: 22 O
- A successful approach to keyboard mastery. Richard D. Featheringham. *J Bus Ed* 39: 316-18 My
- Suggestions for teaching typewriting. Wilson Ashby. *Bus Ed Forum* 19: 19, 25 D
- A survey of grade school typewriting in the United States. Kenneth R. Searfoss. *Ohio Bus Tchr* 24: 66, 93
- A survey of typewriting. C. V. Schubert and Norman Stephan. *Typ News* 34: 3-4
- Tabulation taught through drawings. C. C. Calhoun. *Bal Sheet* 45: 307-308 Mr
- Taking dictation and composing at the typewriter. Mildred P. Levenson. *J Bus Ed* 39: 235-36 Mr
- The tapping test—a new tool to predict aptitude for typing. John C. Flanagan and Grace Fivars. *Delta Pi Epsilon J* 6: 33-39 F
- Teach dictation with the typewriter. J. H. Griffin. *Bus Ed World* 45: 10-11 S
- Teach stencil and spirit masters in advanced typing. Lorraine Del Turco. *J Bus Ed* 39: 145-46 Ja
- Teachers' reaction to typewriting in the elementary curriculum. Lawrence L. Gonzalez. *Typ News* 34: 6
- Teaching proofreading and error analysis.

TYPEWRITING (continued)

- Ned E. Yingst. Typ News 34: 7
- Teaching thinkers and planners in typing. Jimmie E. Wall. Type News 34: 8
- Teaching typewriting. Jane F. White and Bruce C. Shank. Walch. 170 p \$3
- Teaching typewriting in summer school. Willard A. Christian. Bal Sheet 45: 344-46 Ap
- Teaching typewriting to handicapped elementary school children. Nathan Krevolin. Typ News 34: 1, 7
- Teaching typing to the blind. Annamarie Dugger. CBEA Bul 21: 10 Mr
- Teaching typing with tapes. Agnes Schellstede. Bus Ed World 44: 13-15 Ap
- Techniques of teaching the electric typewriter. Betty Jordan. Cath Bus Ed R 16: 31-37 Winter '64-'65
- TV typing—from eight to eighty. Jane Ealy. Bus Tchr 41: 17 My-Je
- A time study in tabulation typewriting. Ella May Webb. University of Tennessee, M.S. thesis '63; N Bus Ed Q 33: 67-68 O
- Time to type. Sally Dorst. Today's Sec 66: 22-23 Ja
- Timed writings—standards and grading. Elvira Miranti. Bal Sheet 46: 64-65, 95 O
- Timed writings with economic content. Dean Clayton. Oklahoma Council on Economic Education, Oklahoma State University, Stillwater, Oklahoma. \$40 '63
- To electrify or not to electrify? Frank E. Liguori. Bal Sheet 45: 196-202 Ja
- Toward better mutual understanding of typewriting goals. Sister M. Celeste. Bus Ed Forum 19: 9-10 N
- Try these techniques in typing class 1. Carol Olimpia. CBEA Bul 22: 5, 8 O
- Typewriter mystery game. Julius Nelson. See issues J Bus Ed
- Typewriting and the vocational education act. T. James Crawford. Bus Ed Forum 18: 18 Mr; 24 Ap
- Typewriting for college students. Clinton A. Reed, Hobart H. Conover, and Elizabeth Prowell. Allyn and Bacon. 496 p \$5.50
- Typewriting: general office assignment number one. Doris Anita Berry. Bus Ed Forum 19: 7-9 N
- Typewriting in the junior high school. Clarence Maze. Bal Sheet 45: 355-57 Ap
- Typewriting looker-uppers. Alan C. Lloyd. Bus Tchr 41: 15 Ja-F
- Typewriting now and in the 1970's. Alan C. Lloyd. BEA Y 25: 163-69
- Typewriting speed test. See issues Today's Sec
- Typing assignments can be tied in with economics projects. Irma K. Collins. Bus Ed World 45: 24-25 N
- Typing belongs in junior high. R. Lowell DaVee. Bus Ed in Action 3: 8-9
- Typing clinic—basic speed and accuracy development. Fred E. Winger. Today's Sec 66: 26 Ja
- Typing for personal use. Mary Ellen Oliverio. P-H Bus Ed Newsletter 15: 3 Spring
- Typing motivation. Clara L. Durall. Typ News 34: 1

- Typing offers hope to the handicapped. Elizabeth D. Kondorossy. Ohio Bus Tchr 24: 13-19, 91
- Typing production tests. See issues Today's Sec
- Typing zip codes. Nathan Krevolin. J Bus Ed 39: 306 Ap
- We reduced shorthand failures by combining shorthand and typing. Leta McMillin. Bus Ed World 44: 25, 39 My
- When they've had some typing before. Alan C. Lloyd. Bus Tchr 41: 14 Mr-Ap
- Your large typewriting class—efficiency or chaos? Curtis O. Arvold. Bus Ed Forum 18: 40, 46 My

U

- UHR, C. G.
Some generalizations from economics. J Sec Ed 38: 54-57 N '63
- ULRICH, Hans
The organization-game 'RESAG.' Inter Rev for Bus Ed 63: 35-39 Mr
- UNDERWOOD, John R.
A study of accounting systems used in the businesses of Hartford, Wisconsin. University of Wisconsin, M.S. thesis '63; N Bus Ed Q 33: 62-63 O
- UNDERWOOD, June
An accelerated program for beginning shorthand students. J Bus Ed 39: 319-20 My
- UNDERWOOD, Kleta O.
A follow-up study of accounting graduates from Chico state college, 1953-1962. Chico State College, M.S. thesis '63; N Bus Ed Q 33: 63-64 O

V

- VAN DERVEER, Elizabeth T.
Planning for student-selected stenographic dictation. Bus Ed World 44: 8-10 Ja
- VAN HOOK, Victor
How can shorthand be introduced most effectively? The case for the reading approach. Bus Ed Forum 19: 11, 16 O
- Van WAGEMAN, R. C.
Business education and the vocational education act of 1963. CBEA Bul 21: 7, 10 Mr
- VEON, Dorothy H.
Room at the top for the secretary and automation. Sec 24: 4, 27 F
- VERY, Dana H.
The effect of a twenty-hour reading program with the controlled reader on selected office practice skills. University of Pittsburgh, Ph.D. thesis '62; J Bus Ed 39: 252-53 Mr; N Bus Ed Q 33: 64 O
- VERSHURE, Virginia
While the boss is away! Sec 24: 26-28 Je-Jl
- VOCATIONAL education
Basic business and vocational education. Raymond B. Russell. Bus Ed Forum 19: 19 O

- Business education and the vocational education act of 1963. R. C. Van Wageman. CBEA Bul 21: 7, 10 Mr
- Can business education meet the challenge of the vocational act? Bessie B. Kaufman. Bus Ed Forum 18: 28-29 Ap
- A challenge. John C. Frakes. Bal Sheet 46: 147 D
- Changing patterns in vocational education. Walter M. Arnold. Ed 85: 206-10 D
- Dare we be professional? Paul F. Muse. Bus Ed Forum 18: 1-2 Ja
- Developing a marketable skill while earning an academic diploma. R. C. Sherline. N Y Soc Exp Study Ed Yrbk 55-57 '63
- The dilemma of job training. Herbert A. Tonne. J Bus Ed 39: 314-15 My
- An evaluation of the occupational training program in nine Minneapolis comprehensive high schools. Alyce M. Gross. University of Minnesota, M.A. thesis '63; N Bus Ed Q 33: 22-23 O
- Federal aid for business education. Bernard A. Shilt. EBTA J 2: 67-68 Spring
- Federal aid now possible under vocational education act of 1963. John E. Whitcraft. Sincerely Yours 17: 1 N
- Federal legislation for office education. Bernard A. Shilt. Sincerely Yours 16: 1, 9 Ap
- From the editor's desk. Peter G. Haines. Delta Pi Epsilon J 6: 42-47 F
- The impact of automation on vocational education. Paul Pair. Bal Sheet 46: 110-12, 119 N
- Implications of the vocational education act of 1963. Edith Green. Bal Sheet 45: 305-306 Mr
- Job training in the high school. Herbert A. Tonne. J Bus Ed 40: 50-51 N
- Let's make high school graduates employable. Paul S. Lomax. J Bus Ed 40: 48-49 N
- Magna charta for vocational education. Wesley Smith. CBEA Bul 21: 1, 6 My
- New concepts in vocational business education. Mary Ellen Oliverio. Bus Ed Observer 35: 15, 19 Winter
- New developments in occupational training and vocational education. Philip H. Des Marais. Bal Sheet 46: 21-23 S
- The new look in vocational education—the first 100 years in vocational education. James Bolger. Bus Ed World 45: 13-16 S
- The forces that demand education for employability. 28-30, 35 O; Provisions of the vocational education act of 1963. 26-29 N; Business education and the vocational education act of 1963. 18-21 D
- 1963 vocational education act. Peter G. Haines. MBEA News Bul 29: 9 My
- Public law 88-210, Part A—vocational education. Bus Ed Forum 18: 25-28 Ja
- Rationale for state plan for vocational business education in Michigan. Peter G. Haines. Delta Pi Epsilon J 6: 82-92 My
- Recommendations to the U.S. office of education regarding the implementation of the provisions of the public law 88-210 as they relate to the vocational and technical education for business and office occupations. Hamden L. Forkner and Paul F. Muse. Bus Ed Forum 18: 2, 8 F
- Retraining for new jobs. Parker Liles. NEBA Y 2: 51-71
- Should business programs at the secondary school level be primarily vocational in nature? Peter G. Haines. NABTE Bul 80: 11-15; Milton C. Olson. 15-16
- Some caution signals for vocational business education. Elvin S. Eyster. J Bus Ed 40: 92-93 D
- Some facts about the vocational education act of 1963. Bernard A. Shilt. Bal Sheet 46: 52-55, 93 O
- The six lean years. Merle W. Wood. J Bus Ed 39: 268-69 Ap
- Suggested uses of funds provided by the vocational education act of 1963. Bus Ed Forum 18: 2 F
- Typewriting and the vocational education act. T. James Crawford. Bus Ed Forum 18: 18 Mr; 24 Ap
- Vocational business education under the vocational education act of 1963. Hamden L. Forkner. Bal Sheet 45: 256-58 F
- Vocational education—a promise for tomorrow. Francis Keppel. Am Voc J 39: 15-18 F
- The vocational education act. Bruce I. Blackstone. VBE Bul 18: 1 F
- The vocational education act of 1963 and suggested lines of action relating to vocational education for business and office occupations. Paul S. Lomax and others. Bus Ed Forum 18: 29-32 Ja
- Vote for V.O.T. (vocational office training). Sister Catharine James. Cath Sch J 64: 90-92 Mr
- Von NEWMANN, John and Oskar Morgenstern
Theory of games and economic behavior, 3rd ed. Wiley. 641 p \$2.95
- VOOGE, Robert
Do your bookkeeping students add? Bal Sheet 46: 176-77 D
- I didn't take shorthand in high school. Bus Ed World 44: 19, 38 F
- VOSI, Byron
International marketing as viewed by an American importer. Delta Pi Epsilon J 7: 28-32 N

W

- WADE, James E.
The programmed sequence as an exercise in precise writing. J Bus Communication 2: 35-38 O
- WAGNER, Clement and John Wagner
Ethics in publishing. Cath Bus Ed R 16: 13-19 Fall
- WAGNER, Gerald Eugene
A selected bibliography of texts and instructional materials in electronic data processing prepared with the use of electronic data processing. State College of Iowa, M.A. thesis '63
- WAGNER, Sister M. Alexius
A challenging experience. P-H Bus Ed Newsletter 16: 3 Fall

- WAGONER, George A.**
Improving efficiency of teaching business subjects—especially shorthand. *J Bus Ed* 39: 330-32 My
- WAKIN, B. Bertha**
Retraining woman power. *Sincerely Yours* 16: 3 Ap
- WALKER, Lauren and Robert I. Dickey**
Current reading. *See* issues *J Accy*
- WALKER, Mae**
Do you know that? *See* issues *J Bus Ed*
- WALKER, Sister Mary Michael**
A study of selected businesses in the Trenton, New Jersey, area, to determine occupational opportunities and duties of beginning male office workers in the Trenton, New Jersey, area, 1961-1962, for possible revision of the business education program at Cathedral high school. Catholic University of America, M.A. thesis '63
- WALKER, Thomas N.**
So you think business education is important in high schools. *Ohio Bus Tch* 24: 43, 92
- WALKER, Zola M.**
A study to determine the effectiveness of the business education curriculum at Tennessee agricultural and industrial state university as revealed by a follow-up study of graduates for the period 1956-1960. Tennessee A. & I. State University, M.S. thesis '63; *N Bus Ed Q* 33: 64-65 O
- WALL, Jimmie E.**
Teaching thinkers and planners in typing. *Typ News* 34: 8
- WALLACE, Robert F.**
Deficit spending: the economic role of debt, including public debt. Insert from *News-letter JCEE* 1-2, 4 My
- WANG, Tong-eng**
The role of government and its development financing in underdeveloped countries. Auburn University, M.S. thesis '63
- WANOUS, E. E.**
See Wanous, S. J.
- WANOUS, S. J.**
An evaluation of curriculum practices and trends in business education. *NBEA Y* 2: 21-38
See also Lessenberry, D. D.
— and E. E. Wanous
Automation office practice. South-Western. 122 p \$1.44
- WARD, Ruth B.**
Use the projector for motivating, teaching and grading. *Bus Ed World* 44: 12-13, 62 Mr
- WARE, Elsie S.**
A survey of literature concerning the impact of automation on business education. University of Southern Mississippi, Ed.S. thesis; *Data Processor* 5: 10 O
- WARMKE, Roman F.**
Are economic understandings developed through business courses? *Bus Ed Forum* 18: 7-9 Mr
The relationship of economic education to distributive education. *Bus Ed Forum* 19: 22-23, 25 D
- WARNER, Joan**
Banking quickie quiz. *Sec* 24: 34 S
- WARNER, Richard A.**
Public approval of business education. *Bal Sheet* 46: 152-54, 191 D
A public understanding of business education in selected Illinois communities. Colorado State College, Ed.D. thesis; *N Bus Ed Q* 32: 11-16 Mr; *J Bus Ed* 40: 119 D
- WATERS, Max L.**
An experimental study of programmed shorthand homework. Colorado State College. Ed.D. thesis '63; *J Bus Ed* 40: 75 N
- WATLEY, D. J.**
Effectiveness of intellectual and non-intellectual factors in predicting achievement for business students. *J Ed Res* 57: 402-407 Ap
- WATSON, Jewell**
Buyer understanding of life insurance. Indiana University, Ed.D. thesis '63; *N Bus Ed Q* 33: 65-66 O
- WATTO, George**
A study of the adaptability of trainees to an intensive in-service training program in beginning shorthand and transcription. Indiana University, Ed.D. thesis '63; *N Bus Ed Q* 33: 66-67 O
- WEAVER, Miriam L.**
An experiment in programmed business mathematics at Eastern Mennonite high school, Harrisonburg, Virginia. Virginia Polytechnic Institute, M.S. thesis '63; *N Bus Ed Q* 33: 67 O
- WEBB, Ella Maye**
For what are we training typewriting students? *Bus Ed Forum* 18: 20, 26 F
A time study in tabulation typewriting. University of Tennessee, M.S. thesis '63; *N Bus Ed Q* 33: 67-68 O
- WEBER, Edwin J.**
Preparation needed to teach about electronic data processing. *Bus Ed Forum* 18: 14-15 F
- WEEKS, Bertha M.**
Filing and records management, 3rd ed. Ronald. 287 p \$6.50
- WEIDENBAUM, Murray L.**
Long-range planning in business. *J Bus Ed* 39: 199-200 F
- WEILL, Peter R.**
Equipment for your mailroom. *Admin Mgt* 25: 66-78 S
From keypunch to print-out. *Admin Mgt* 25: 30-43 Ap
Today's figuring machines. *Admin Mgt* 25: 48-55 D
Typewriters with special talents. *Admin Mgt* 25: 51-57 Ja
What to know before buying paper. *Admin Mgt* 25: 40-51 F
You can produce quality duplicating in your company. *Admin Mgt* 25: 66-75 O
- WEINSTOCK, Matt**
Seems typing has a place in schools. *CBEA Bul* 21: 6 Mr
- WELD, C. M.**
See Ryan, E. M.
- WELLS, Edward P.**
Its theories applied to business in the United States today. *Bus Ed J* 11: 3-13 Winter

WELSHANS, Merle

See Dauten, Carl A.

WENCL, Robert J.

Let's integrate 10-key adding machine instruction into the bookkeeping course. *Bus Ed World* 45: 28 S

WERNETTE, John P.

Government and business. Macmillan. 531 p \$7.95

WERTZ, Lorena

Having fun in shorthand. *Bal Sheet* 45: 211, 239 Ja

WEST, Leonard J.

Conversational chaining. *Delta Pi Epsilon J* 6: 40-41 F

Some classic researches in typewriting. *Delta Pi Epsilon J* 6: 78-81 My

300 commas. Gregg. 112 p \$1.20

— and D. J. Bolanovich

Evaluation of typewriting proficiency training: preliminary test development. *Southern Illinois University*, '63; *N Bus Ed Q* 33: 68 O; *J Ap Psychol* 47: 403-407 D '63

— and Herbert A. Tonne

Should all graduate programs in business teacher education include formal research? *NABTE Bul* 80: 39-47

WESTFALL, Ralph

See Boyd, Harper W., Jr.

WESTING, J. H. and Gerald Albaum

Modern marketing thought. Macmillan. 430 p \$3.95

WHISENHUNT, Jack

Elements of accounting and business law essential to the preparation of accountants. *University of Oklahoma*, Ed.D. thesis '63; *N Bus Ed Q* 33: 69 O

WHITAKER, Gilbert R.

See Colbert, Marshall R.

WHITCOMB, Helen and Rosalind Lang

Charm: the career girl's guide to business and personal success. Gregg. 472 p \$6.95

WHITCRAFT, John E.

Federal aid now possible under vocational education act of 1963. *Sincerely Yours* 17: 1 N

Legislative and governmental agencies. *NBEA Y* 2: 239-48

WHITE, Gladys M.

A study to determine the feasibility of an office cooperative work experience program in the Henderson attendance area of the Clark county school district, Las Vegas, Nevada. *University of North Dakota*, M.S. thesis '63; *N Bus Ed Q* 33: 69 O

WHITE, Jane F.

Teaching aids. See issues *Bus Ed World*

— and Bruce C. Shank

Teaching typewriting. Walch. 170 p \$3

WHITEMAN, Floyd E.

A study of the effects of a background in college business mathematics and high school bookkeeping upon success in college elementary accounting. *Kansas State Teachers College*, M.S. thesis '63

WHITFORD, Audra

Investment as a topic in courses offered in the public secondary schools. *Teachers College, Columbia University*, Ed.D. thesis

WHITING, Vernon C. and Alice M. Yetka

A comparison of the beliefs and practices of

business teachers and administrators in Colorado and Wyoming with the publication. This we believe about business education in the high school. *Colorado State College*, Ed.D. thesis '63; *N Bus Ed Q* 32: 5-10 Mr; *J Bus Ed* 39: 338-39 My

WILLIAMS, Cecil W.

I used typing to teach English as a foreign language. *Bus Ed World* 44: 24, 30 Ja

WILLIAMS, Clarence M.

See Sister Mary Judith

WILLIAMS, Sister Mary Laetice

A study of requirements for beginning female office workers in selected business firms in Kansas City, Missouri, 1961-1962, with implications for curriculum revision for Glennon high school. *Catholic University of America*, M.A. thesis '63

WILLIAMS, Thomas H. and Charles H. Griffin

The mathematical dimension of accountancy. *South-Western*. 240 p \$4.50

WILSON, Esther E.

Improving the instruction of cooperative part-time distributive education students at South Sioux City, Nebraska. *University of Minnesota*, M.A. thesis '63; *N Bus Ed Q* 33: 70 O

WILSON, W. Harmon

Implications for business education. *EBTA Y* 37: 53-74

WINGATE, Isabel B., Karen R. Gillespie, and Betty G. Addison

Know your merchandise, 3rd ed. Gregg. 672 p \$6.76

WINGATE, John W. and Carroll A. Nolan

Fundamentals of selling, 8th ed. *South-Western*. 588 p \$4.64

WINGER, Fred E.

Pressure for improvement via a typing improvement scale. *Bus Tchr* 42: 11 S-O

Typing clinic—basic speed and accuracy development. *Today's Sec* 66: 26 Ja

See also Lloyd, Alan C.

WINTER, Elmer L.

What should a secretary really be like? *Bus Ed World* 44: 18-19 Ap

WIPER, Robert E.

See Kennedy, Rita L.

See also Perkins, Edward A., Jr.

WITCHEL, Jess and Richard Rosenblatt

Teaching about deficit spending: the economic role of debt, including public debt. Insert from *Newsletter JCEE* 3-4 My

WITHEROW, Mary

Personally, I'm sold on notehand. *Bus Ed World* 44: 20-21 Je

WOELFEL, Brother LaSalle

The critic's corner. See issues *Cath Bus Ed R*

WOLF, William B.

Management: readings toward a general theory. *Wadsworth*. 352 p \$3.95

WOOD, Jerry L.

Let your beginning typing classes type English themes. *Bus Ed World* 44: 32 My

Reading and typewriting. *J Bus Ed* 40: 109-11 D

WOOD, Merle W.

Challenges in data processing education. *Bus Ed Forum* 18: 9-11 F

The six lean years. *J Bus Ed* 39: 268-69 Ap

Wide-open job market; data processing.

WOOD, Merle W. (continued)

School Management 8: 96-100 S

— and Robert G. Espegren

Data processing, an introduction for students.

What is data processing all about? Bus Ed

World 45: 15-18 O; Data processing's role

in bookkeeping. 17-21 N; Data processing's

role in retailing. 23-26 D

WOODARD, Dorothy M.

Machine shorthand and our changing times.

Bal Sheet 45: 347, 351 Ap

WOODWARD, Theodore

See Payne, Vernon V.

See also Price, Ray G.

WOOLSCHLAGER, Ruth B.

High school bookkeeping—as it was so shall

it always be? a fable. Bus Ed Forum 18:

19-20 Mr

WORK experience

Business teacher work experience. Elaine

Dabkowski. Bal Sheet 46: 96 O

Can't have a work experience program? try

a model office instead. Gertrude M. Farrell.

Bus Ed World 45: 22-23 S

Cooperative work experience in the small

high school. Jean Gute. CBEA Bul 22:

1, 3 O

Handling secretarial and duplicating work for

other school departments. Irene Sheerer.

Ohio Bus Tchr 24: 56-58

Let the employer be a teaching colleague.

Beverly Hackett. Bal Sheet 45: 298-99 Mr

Maximum benefits from the cooperative work

experience program. Marian H. Thorne. J

Bus Ed 39: 327-29 My

The nature, extent, and values of non-teaching

work experiences of business teachers.

Wanda W. Roderick. Illinois State Normal

University, M.S. thesis '63

The place of work experience programs in

business education. Donald E. McClanahan.

Arizona State University, M.S. thesis

'63

Practical experience creates a desire to learn.

Richard Taylor and James Fiebig. Bus Ed

Observer 35: 16-17 Spring

Sacramento program combines business and

home economics; preparation for jobs in

merchandising. Leland P. Baldwin. California

Education 1: 17-18 My

A sister looks at business inside out. Sister M.

Antonius. Cath Bus Ed R 15: 46-49 Winter

Spend this summer in an office. Nancy A.

Dittman. J Bus Ed 39: 350 My

WORLD, Ron D.

International terms. Today's Sec 67: 43-44 D

WRIGHT, Ellen M.

A summary of recent (1940-62), selected

findings in shorthand prognosis with speci-

fic reference to the use of the Byers' first-

year shorthand aptitude tests at the high

school in Southington, Connecticut. Central

Connecticut State College, M.S. thesis '63;

N Bus Ed Q 33: 70 O

WRIGHT, Melvin L.

A guidebook for educational activities for

professional secretarial groups. Teachers

College, Columbia University, Ed.D. thesis

WYKLE, James H.

New dimensions—where do they lead? Bal

Sheet 46: 99 N

Y

YETKA, Alice M.

See Whiting, Vernon C.

YINGST, Ned E.

Teaching proofreading and error analysis.

Typ News 34: 7

YOURD, Bryce W.

Clerical office practice program. EBTA Y 37:

143-67

Z

ZACUR, Howard A.

Interest practices in modern business. Bal

Sheet 46: 160-63 D

ZELERMYER, William

Introduction to business law. Macmillan. 427

p \$3.95

ZIMMER, Kenneth

See Stewart, Marie

ZOUBEK, Charles E.

Q's and A's on Gregg shorthand, diamond

jubilee series. Bus Tchr 41: 6-7 My-Je

System changes in Gregg shorthand, diamond

jubilee series. Bus Tchr 41: 6-7 Ja-F

To mix or not to mix. Bus Tchr 42: 18-19

S-O

We want more dictation material. Bus Tchr

42: 4, 33 N-D

Word beginnings and endings in Gregg short-

hand, diamond jubilee series. Bus Tchr 41:

6-7 Mr-Apr

See also Gregg, John R.

See also Leslie, Louis A.

General Periodicals Indexed

- Admin Mgt—Administrative Management. Geyer-McAllister Publications, 212 Fifth Avenue, New York, New York 10010
- Am Voc J—American Vocational Journal. M. D. Mobley, ed. American Vocational Association, Inc., 1510 H Street, N.W., Washington, D. C. 20005
- Cath Sch J—The Catholic School Journal. Bruce Publishing Company, 400 North Broadway, Milwaukee, Wisconsin 53201
- Clearing House—The Clearing House. The Clearing House, 205 Lexington Avenue, Sweet Springs, Missouri 65351
- Ed—Education. Emmett Albert Betts, ed. 4300 West 62 Street, Indianapolis, Indiana 46206
- H Points—High Points. Abraham Ponemon, ed. Board of Education, 110 Livingston Street, Brooklyn, New York 11202
- Ill Ed—Illinois Education. Illinois Education Association, 100 East Edwards Street, Springfield, Illinois 62704
- Instr—The Instructor. The Instructor, Dansville, New York 14437
- J Accy—The Journal of Accountancy. Charles E. Noyes, ed. 666 Fifth Avenue, New York, New York 10019
- J Ap Psychol—Journal of Applied Psychology. American Psychological Association, 1333 Sixteenth Street, N.W., Wash., D.C. 20036
- J Ed Res—The Journal of Educational Research. Dembar Educational Research Services, Inc., Box 1605, Madison, Wisconsin 53701
- J Sec Ed—Journal of Secondary Education. 1705 Murchison Drive, Burlingame, California 94011
- Nat Assn Sec Sch Prin Bul—Bulletin of the National Association of Secondary-School Principals. National Association of Secondary-School Principals, 1201 Sixteenth Street, N.W., Washington, D. C. 20036
- N Y Soc Exp Study Ed Yrbk—New York Society for the Experimental Study of Education Yearbook. 110 Livingston Street. Brooklyn, New York 11201
- Ohio Sch—Ohio Schools. Ohio Education Association, 225 East Broad Street, Columbus, Ohio 43215
- Sch & Soc—School and Society. Society for the Advancement of Education, Inc., 1834 Broadway, New York, New York 10023
- Sec—The Secretary. Shirley Englund, ed. National Secretaries Association, 1103 Grand Avenue, Kansas City, Missouri 64106
- Teach Col J—The Teachers College Journal. Indiana State College, Terre Haute, Indiana 47809

Business Education Periodicals Indexed

- ABWA Bul—The ABWA Bulletin. Robert D. Gieselman, ed. The American Business Writing Association, 317b David Kinley Hall, University of Illinois, Urbana, Illinois 61803
- Bal Sheet—The Balance Sheet. C. F. Templeman, ed. South-Western Publishing Company, 5101 Madison Road, Cincinnati, Ohio 45227
- Ball State C J—The Ball State Commerce Journal. Robert P. Bell, ed. Department of Business Education, Ball State Teachers College, Muncie, Indiana 47301
- BEA Y—Business Education Association of Metropolitan New York 25th Yearbook, 1963-1964. Business Education Now and in the 1970's. William S. Sakson and Isabelle A. Krey, eds. New York University Campus Stores, 18 Washington Place, New York, New York 10003. 183 p \$2.50
- Bus Ed Forum—Business Education Forum. Hollis P. Guy, exec. ed. National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D. C. 20036
- Bus Ed in Action—Business Education in Action. Leonard J. Porter, ed. Educational Book Division, Prentice-Hall, Inc., Englewood Cliffs, New Jersey 07632
- Bus Ed J—Business Education Journal. Richard F. Reichert, ed. Department of Business and Business Education, Kansas State Teachers College, Emporia, Kansas 66801
- Bus Ed Observer—Business Education Observer. Paul G. Burghardt, ed. New Jersey Business Education Association, Manchester Regional High School, Haledon, New Jersey
- Bus Ed World—Business Education World. James Bolger, ed. Gregg Division, McGraw-Hill Book Company, 330 West 42 Street, New York, New York 10036
- Bus Tch—Business Teacher. Larry G. Fordyce, ed. Gregg Division, McGraw-Hill Book Company, 330 West 42 Street, New York, New York 10036
- CBEA Bul—California Business Education Association Bulletin. William J. Mason and Jack Yuen, eds. San Francisco State College, San Francisco, California
- Cath Bus Ed R—Review, Catholic Business Education Association. Brother La Salle Woelfel, ed. Catholic Business Education Association, St. Edward's University, Austin, Texas 78207
- Coll N & V—Collegiate News and Views. Charles D. Sisley, ed. South-Western Publishing Company, 5101 Madison Road, Cincinnati, Ohio 45227
- Compass—The Compass. Richard A. Fulton, ed. United Business Schools Association, 1518 K Street, N.W., Washington, D. C. 20005
- Data Processor—Data Processor for Better Business Education. Robert E. Kriegbaum, ed. Society for Automation in Business Education, University of Dayton, Dayton, Ohio 45409
- Delta Pi Epsilon J—The Delta Pi Epsilon Journal. Robert M. Kessel, ed. Delta Pi Epsilon Fraternity, College of Business Administration, University of Denver, Denver, Colorado 80202
- EBTA J—The EBTA Journal. Rufus Stickney, ed. Eastern Business Teachers Association, 1368 Commonwealth Avenue, Brighton, Massachusetts 02134
- EBTA Y—Eastern Business Teachers Association

- tion Yearbook, Vol. 37, 1964. Business Education for the Automated Office. Adele Frisbie Schrag and Dorothy B. Yocum, eds. Eastern Business Teachers Association, New York University Campus Stores, 18 Washington Place, New York, New York 10003 279 p \$5
- Future Bus Leader—Future Business Leader. DeWayne Cuthbertson, ed. Future Business Leaders of America, 1201 Sixteenth Street, N.W., Washington, D. C. 20036
- Inter Rev for Bus Ed—International Review for Business Education. Felix Schmid, ed. International Society for Business Education, Klosterweidli 17, St. Gall, Switzerland
- J Bus Communication—The Journal of Business Communication. Robert D. Gieselmann, ed. American Business Writing Association, 317b David Kinley Hall, University of Illinois, Urbana, Illinois
- J Bus Ed—Journal of Business Education, Elizabeth T. Van Derveer, ed. Robert C. Trethaway, 15 South Franklin Street, Wilkes-Barre, Pennsylvania 18700
- Kansas Bus Tch—The Kansas Business Teacher. Fred S. Jarvis, ed. Kansas Business Teachers Association, Abilene High School, Abilene, Kansas 67410
- MBA News Bul—Michigan Business Education News Bulletin. Robert Poland, ed. 222 Eppley Center, Michigan State University, East Lansing, Michigan 48823
- NABTE Bul—National Association for Business Teacher Education Bulletin. John L. Rowe, ed. National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D. C. 20036
- NBEA Y—National Business Education Association Yearbook, Vol. 2, 1964. Recent and Projected Developments Affecting Business Education. Theodore Woodward, ed. National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D. C. 20036 250 p \$4.75
- N Bus Ed Q—National Business Education Quarterly. Hollis P. Guy, exec. ed. National Business Education Association, 1201 Sixteenth Street, N.W., Washington, D. C. 20036
- Newsletter JCEE—Newsletter, Joint Council on Economic Education. M. L. Frankel, dir. The Joint Council on Economic Education, 2 West 46 Street, New York, New York 10036
- Ohio Bus Tch—The Ohio Business Teacher. Charles E. Reigel, ed. Ohio Business Teachers Association, University of Cincinnati, Cincinnati, Ohio 45200
- P-H Bus Ed Newsletter—Prentice-Hall Business Education Newsletter. Leonard J. Porter, ed. Educational Book Division, Prentice-Hall, Inc., Englewood Cliffs, New Jersey 07632
- Sincerely Yours. Helene L. Zimmerman, ed. The Business Teachers Association of New York State, Williamson Central School, Williamson, New York 14589
- Today's Sec—Today's Secretary, Mary Jollon, ed. Gregg Division. McGraw-Hill Book Company, 330 West 42 Street, New York, New York 10036
- Topics—Teaching Topics from ILI and HII. Helen M. Thal, ed. Institute of Life Insurance, 277 Park Avenue, New York, New York 10017
- Typ News—Typewriting News. R. L. Rahbar, ed. South-Western Publishing Company, 5101 Madison Road, Cincinnati, Ohio 45227
- VBE Bul—Virginia Business Education Bulletin. Business Education Service, State Department of Education, Richmond, Virginia 23216

Directory of Publishers

- Allied. Allied Publishers, Inc., Jackson Tower Building, Portland, Oregon 97205
- Allyn & Bacon. Allyn and Bacon, Inc., 150 Tremont Street, Boston, Massachusetts 02111
- American. American Book Company, 55 Fifth Avenue, New York, New York 10003
- Brown. Wm. C. Brown Company Publishers, 135 South Locust Street, Dubuque, Iowa 52001
- Bus Ed Publishers. Business Education Publishers, Inc., Box 72, Foothill Station, Salt Lake City, Utah 84108
- Free Press. The Free Press, 60 Fifth Avenue, New York, New York 10011
- Ginn. Ginn and Company, 72 Fifth Avenue, New York, New York 10011
- Gregg. Gregg Division, McGraw-Hill Book Company, 330 West 42 Street, New York, New York 10036
- Harper & Row. Harper & Row, Publishers, 49 East 33 Street, New York, New York 10016
- Heath. D. C. Heath and Company, 285 Columbus Avenue, Boston, Massachusetts 02116
- Holt. Holt, Rinehart and Winston, Inc., 383 Madison Avenue, New York, New York 10017
- Houghton Mifflin. Houghton Mifflin Company, 2 Park Street, Boston, Massachusetts 02107
- Irwin. Richard D. Irwin, Inc., 1818 Ridge Road, Homewood, Illinois 60430
- McGraw-Hill. McGraw-Hill Book Company, 330 West 42 Street, New York, New York 10036
- Macmillan. The Macmillan Company, 60 Fifth Avenue, New York, New York 10011
- Pitman. Pitman Publishing Corporation, 20 East 46 Street, New York, New York 10017
- Prentice-Hall. Prentice-Hall, Inc., Englewood Cliffs, New Jersey 07632
- Ronald. The Ronald Press Company, 15 East 26 Street, New York, New York 10010
- Rowe. The H. M. Rowe Company, 624 North Gilmore Street, Baltimore, Maryland 21217
- Scribner's. Charles Scribner's Sons, 597 Fifth Avenue, New York, New York 10017
- South-Western. South-Western Publishing Company, 5101 Madison Road, Cincinnati, Ohio 45227
- Wadsworth. Wadsworth Publishing Company, Inc., Belmont, California 94002
- Walch. J. Weston Walch, Publisher, 1145 Congress Street, Portland, Maine 04104
- Wiley. John Wiley & Sons, Inc., 605 Third Avenue, New York, New York 10016

